




Palau Community College
UPWARD BOUND PROGRAM



Date: 8/29/2024

To: Dr. Patrick U. Tellei
President, Palau Community College

From: Larry Wakakoro 
Project Director

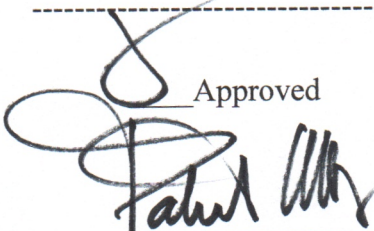
Subject: 2024-2025 Academic Year – Part Time Staff

The Upward Bound Program is scheduled to begin its Academic Year Component for 2024-2025 school year on October 14, 2024. In line with the said starting date, we kindly ask that the College assist us with the hiring of the following part time instructors/tutors that will allow the program to continue to provide the essential academic and support services to 115 UB participants.

- 2 Math Instructors/Tutors
- 2 English Instructors/Tutors
- 2 Science Instructors/Tutors
- 2 Academic Instructors/Tutor

Attached is the summary of duties and qualifications requirements for the requested part time personnel.

Thank you.

 ☒ Approved ☐ Disapproved

Patrick U. Tellei, EdD
President

8/29/2024
Date

cc: HR Office



VACANCY ANNOUNCEMENT

Palau Community College

Upward Bound Program

VA#: 2024-015
Open: 09/03/2024
Close: Until Filled

- Position :** **Eight High School Instructors/Tutors for the Academic Year 2024-2025**
2 Part -Time Math Instructors/Tutors
2 Part-Time English Instructors/Tutors
2 Part-Time Science Instructors/Tutors
2 Part-Time Academic Instructors/Tutors (BMS & EBHS)
- Salary :** Depending on qualifications and hours, salary ranges from
Academic Year Tutors \$100 to \$200 (Bi-weekly)
Duration (October – End of the current school year)
- Location :** PCC – Upward Bound Program (UBP)

Examples of Duties for Instructor/Tutor:

Responsible for developing high school curricula and provide instruction and tutoring in subject areas such as English, Math, Science, and/or other related subjects to help students meet the requirements needed to complete high school and successfully complete a postsecondary education program. The instructor/tutor will work with UB participants to help with academic assignments, research, etc.

Minimum Qualification Requirements for Tutors:

Bachelor's degree in specific academic discipline or secondary education, or two years teaching/tutoring experience in appropriate content area. Preferred qualification includes; experience working with high school students from low-income families and/or first-generation college students.

General Information:

Application forms can be obtained from Human Resources Division at the above address or at our website: www.palau.edu. Send completed application with official transcripts, resume, police clearance and verification of previous employment(s), if any, to same address. For further information, call the number above, stop by our office, or email us at hr@palau.edu.

PCC IS AN EQUAL OPPORTUNITY EMPLOYER