



**VACANCY ANNOUNCEMENT**  
**Palau Community College**  
**Academic Affairs**

VA#: 2025-001  
Open: 01/07/2025  
Close: Until Filled

**Position:** Two (2) Financial Aid Technicians

**Salary:** \$11,010 – \$19,552 (depending on qualifications and work experience)

**Location:** Student Services – Financial Aid Office

**Examples of Duties consist, but are not limited to:**

1. Contributes to the effectiveness of the financial aid service provided to College students by assisting with application completion and creating and maintaining complete and accurate records of individual student's financial aid records in a computer database, including file folders.
2. Process all applications and create various student master files in the computer using EDEXpress (USDOE Software) and Access Database.
3. Prepare various statistical reports including assisting the Director with the annual Fiscal Operations Report (FISAP), Annual Federal Work Study Report, Annual IPEDS Report, and NSLDS bi-monthly report.
4. Assists in the maintenance of accurate and timely information flow to other departments for strategic planning and decision-making purposes by preparing, verifying, and producing statistical reports and records as and when required.
5. Supports continuous improvement at the College by regularly reviewing activities in their area and recommending changes to policies, procedures, and methods to enhance performance and customer service.
6. Verify financial aid forms for accuracy and completeness of each student applying for financial aid and type their financial aid master cards.
7. Perform other duties and responsibilities as assigned by his/her supervisor.
8. Verify student's financial aid awards and reconcile with the business office.

**Minimum Qualification/Requirements:**

AS degree or equivalent. Two years experience in financial aid preferred, but not required. Office and clerical experience are a plus. Must be proficient in reading, writing, and speaking English.

**General information:**

Application forms may be obtained from the Human Resources Office or at the college website: [www.palau.edu](http://www.palau.edu). Send completed application, resume, and transcripts to: P.O. Box 9, Koror, PW 96940 (copies of transcripts will be sufficient during the review process, but official transcripts and a recent police clearance will be required before any issued or offered contract). For further information, call 680-488-2470 x 227, or visit the HRD office on campus or email [hr@palau.edu](mailto:hr@palau.edu).

**PCC IS AN EQUAL OPPORTUNITY EMPLOYER**