



VACANCY ANNOUNCEMENT
Palau Community College

VA# : 2025-003
Open : 02/19/2025
Close : Until Filled

Position : Administrative Assistant

Salary : \$12,001 - \$21,312 (depending on qualifications and work experience)

Location : Student Services - Dorm

NATURE AND SCOPE:

To provide a range of secretarial support to the staff are his/her responsibility. The type, extent and nature of work will vary dependent on such things as priority events, reporting requirements, or specific department projects.

Examples of Duties consist, but are not limited to:

1. The Administrative Assistant is frequently the first point of contact a customer has with the Unit and must present a positive image of efficiency, friendliness and an enthusiasm for satisfying the customer's needs.
2. The Administrative Assistant will organize and control all files and documentation flow through the office for his/her manager/s. He/she will ensure that he/she is aware of all meetings, program or activities which require the manager's attention and will take the initiative to prepare such documentation/files etc. and pass them to the manager prior to the meeting.
3. He/she opens and sorts all incoming correspondence and, as appropriate, will draft and type replies or covering letters where the matter does not require the manager's direct input eg. Information request, acknowledgements, confirmation of dates, times etc. The Administrative Assistant will identify and record any deadlines required for response to incoming correspondence or from meeting minutes, telephone calls or other sources and will ensure that his/her manager is reminded of these deadlines in time for action to be taken.
4. As requested the Administrative Assistant will undertake research on behalf of the manager and prepare data or reports and may be required to collect and collate material for departmental reporting.
5. It is important that the incumbent determines the extent of involvement his/her manager wishes him/her to have in the daily management activities of the division. A clear understanding of the manager's expectations and the consequent levels of responsibility and authority must be agreed for the incumbent to be able to be 100% effective. Note the confidence a manager has in his/her Administrative Assistant's ability and integrity will determine the level of responsibility assigned to the Administrative Assistant.
6. It is essential that the Administrative Assistant maintain absolute confidentiality of all material or information he/she is required to process. He/she will secure all files in her area of responsibility whenever they are unattended and will familiarize him/herself with the levels of access to confidential information approved for other division/agencies management so that there is no impediment to the smooth flow of necessary information.

7. Administrative Assistant duties include such tasks as organizing meetings and conferences, ensuring that all attendees receive the necessary briefing papers, arranging coffee, snacks, meals as required, handling all the logistics, facilities, equipment etc. He/she will make all travel arrangements for his/her manager and in some circumstances for other managers in the division.
8. It is expected that the Administrative Assistant will perform general clerical tasks in the course of his/her duties and will take the lead in providing assistance to other staff consistent with firstly achieving his/her own workload. Specific and routine clerical tasks will be assigned to the Administrative Assistant and become his/her responsibility. He/she also ensure the office/work area is clean, tidy and well organized and that copiers and other equipment are maintained in a fully serviceable state at all times.
9. A most important aspect of the role is the public relations element. The Administrative Assistant must at all times present a friendly, helpful and professional manner when dealing with both internal and external customers. He/she will accept the responsibility for prompt and accurate transfer of messages to and from his/her manager and will use his/her initiative in following up to achieve customer and College satisfaction.
10. Key to achieving top performance in this position is the verification of instructions from the manager and maintenance of an effective diary system for every pending, deadline or commitment. This includes maintaining duplicate appointments or notes any changes.
11. It is expected that the incumbent will take full and active part in the promotion of excellence in every activity, service, or program he/she provides. He/she is challenged to continually identify innovative, more efficient, cost effective ways to satisfy the needs of students, staff and the community and to make recommendations for implementations of these improvements.

Other duties and responsibility assigned by supervisor

Minimum Qualification/Requirements:

AAS Degree in Office Administrative or Secretarial Science and one year's experience in administrative and/or secretarial work or a combination of education and experience which indicates possession of knowledge and skills of modern office practices and techniques including filing, proofreading, formatting, report writing and bookkeeping; receptionist and telephone techniques; basic mathematics; operation of typewriter, calculator, adding machine and other standard office machines; correct English usage, spelling, punctuation and vocabulary and excellent word processing practices and technique. Typing speed must be excess of 50 wpm.

General information:

Application forms may be obtained from the Human Resources Office or at the college website: www.palau.edu . Send completed application, resume and transcripts to: P.O. Box 9, Koror, PW 96940 (copies of transcripts will be sufficient during review process, but official transcripts and a recent police clearance will be required prior to 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 .

PCC IS AN EQUAL OPPORTUNITY EMPLOYER