



## VACANCY ANNOUNCEMENT Palau Community College

VA#: 2025-002  
OPEN: 02/18/2025  
CLOSE: Until Filled

**Position:** Assistant Director

**Salary:** PL-A/1-30 @ \$16,010.00 to \$28,431.00 per annum  
(Depending on qualifications)

**Location:** Financial Aid Office

### **Examples of Duties:**

- 1) Assist with all reporting requirements such as FWS earnings (before Sept.30 every year), GE/FVT (before Sept. 30 every year), IPEDS, NSLDS (every other month), FISAP (before Sept. 30 every year), Reconciliation and Close-out (before Sept.30 every year) in addition to our institution reports.
- 2) Assist with the development and regular review and improvement of financial aid materials including a student financial aid handbook, cost of attendance worksheets, and application forms to support efficient administration and quality customer (student) service.
- 3) Assist with ensuring individual student financial needs are analyzed and the preparation of award packages are made based on those needs according to federal regulations including policies and procedures for state scholarship programs.
- 4) Contributes to the effective administration and management of financial aid provision by ensuring all relevant transcripts and supporting documentation has been submitted by applicants, evaluating student's eligibility, assisting in the preparation and reporting of individual award packages.
- 5) Contributes to the ongoing success of recruitment programs for the College by disseminating information on available financial assistance, and conducting group workshops on aid and grants for continuing and prospective students.
- 6) Assists with the promotion and maintenance of a continuous improvement process for the College by careful and regular review of every activity in his/her area of responsibility, and by recommending changes to policies, procedures, methods, etc., that will enhance overall performance and customer service.

### **Minimum Qualification Requirements:**

**BS/BA degree from an accredited college/university in Management Services, Public administration, Business or Related Field**

### **General Information:**

Application Forms can be obtained from Human Resources Division at the above address or at our website: [www.palau.edu](http://www.palau.edu). Send completed application with official transcripts, resume, and verification of previous employments(s), if any, to the same address. For further information, call the number above, come in and see us, or email us at [hr@palau.edu](mailto:hr@palau.edu).

**PCC IS AN EQUAL OPPORTUNITY EMPLOYER**