



VACANCY ANNOUNCEMENT
Palau Community College

VA# : 2025-008
Open : 05/27/2025
Close : Until Filled

Position : Data Service Technician
Salary : \$10,101.00 - \$17,938.00 (depending on qualifications and work experience)
Location : Institutional Research & Evaluation/Accreditation

Examples of Duties include, but are not limited to:

1. Design and format scannable surveys and evaluations.
2. Administer institutional questionnaires to first-time students, graduating students, Instructor Evaluations, Institutional Effectiveness Surveys for Students, Institutional Effectiveness Surveys for Employees, and other College surveys and evaluations.
3. Generate, compile, and produce comprehensive evaluation reports.
4. Prepares and maintains records and files for reporting purposes; supports requests for College data and information in a variety of formats.
5. Assists in managing and updating the Institutional Effectiveness section of the College website, ensuring data accuracy and currency.
6. Provide support to the Institutional Researcher and Accreditation Liaison Officer in assessment and research activities.
7. Perform other related duties and responsibilities as assigned.

Minimum Qualification/Requirements:

- An associate degree in Information Technology or a related field.
- Proficient in Microsoft Office Suite, especially Excel and Word.
- Ability to prepare and maintain accurate records and documentation
- Must be able to maintain strict confidentiality of student and employee data.

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 .