



VACANCY ANNOUNCEMENT
Palau Community College
Academic Affairs

VA # : 2026-002
Open: 02/19/2026
Close : Until Filled

Position : Science Laboratory Manager
Salary : \$14,285 to \$22,992 PER ANNUM
Pay Level IV Step 1 to Pay Level IV Step 25
Depending on qualifications and work experiences
Location : Academic Affairs

Duties include, but are not limited to:

1. Monitor the use of the laboratory facilities and use of all equipment
2. Manage inventory of lab equipment, supplies, and materials and ensure all items are accounted for
3. Ensure equipment is regularly calibrated and tested according to safety and performance standards.
4. Conduct regular inspections of lab equipment, perform regular maintenance checks, and oversee repairs or replacements of lab equipment as needed and ensure all items are in working order
5. Coordinate repairs of lab equipment and replacements as needed to minimize downtime and enhance efficiency of lab operations.
6. Develop and maintain lab schedule to optimize usage and access for students and faculty and serve as the primary point of contact for lab-related scheduling inquiries
7. Create and implement safety protocols
8. Develop emergency procedures and conduct drills to prepare staff and students for potential accidents or hazardous situations
9. Ensure all lab users comply with safety regulations and protocols
10. Assist instructors with preparation and execution of laboratory sessions, delivering lab content, provide technical support, and help manage research projects
11. Prepare periodic reports on lab usage, safety incidents, and equipment status for departmental review
12. Assist in preparing and managing the budget for lab operations,
13. Develop outreach programs that engage local schools, parents, and community, promoting and fostering interest in science and laboratory work

Minimum Qualification/Requirements:

AA/AS degree from an accredited college/university in a science-related field

General Information:

Application form may be obtained from the Human Resources (HR) Office on campus or at the college website at www.palau.edu. Send completed application, resume, and transcripts to P.O. Box 09, 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) 488-2471 ext.277, or visit the HR Office on campus, or email inquiries to hr@palau.edu.