



VACANCY ANNOUNCEMENT
Palau Community College

VA# : 2024-013
Open : 08/07/2024
Close : Until Filled

Position : Administrative Assistant

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

Location : Palau Community College
UPWARD BOUND PROGRAM
Post Office Box 857* Koror, PW 96940
Phone: (680) 488-2962 * Fax: (680) 488-3405

NATURE AND SCOPE:

The Administrative Assistant is responsible for all administrative/secretarial support for the Upward Bound project; this includes, correspondence, maintaining and supervising all the files in the office, readying periodic reports, filing, supplies, materials, office maintenance, and the like

Examples of Duties consist, but are not limited to:

- Answers telephone, takes messages, returns or transfers calls to appropriate individuals
- Greets visitors and callers, handles their inquiries, and directs them to the appropriate persons according to their needs
- Sets up and maintains paper and electronic filing systems for records, correspondence and other areas as necessary
- Supervises work study students to assist in maintaining the office
- Sorts and distributes incoming mail
- Performs other duties as assigned by supervisor

Minimum Qualification/Requirements:

Associate Degree in office administration, information technology, Business Administration, Secretarial Science or closely related field. Applicants must possess the knowledge and ability to provide administrative support for the project, and be computer literate. Has good public relations, operates vehicles, has the ability to maintain good record keeping for the program

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 .

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