

VACANCY ANNOUNCEMENT

Position Title: Librarian
Salary: \$16,010.00 - \$18,730.00 per annum
depending on qualifications

Example of Duties:

Provide professional library services to the College and its users, including, but not limited to assisting individuals and groups in locating or obtaining library materials.

Maintain and update the library circulation and reference collections of print resources such as general and technical books, serial publications, documents, and other materials; maintain and revise, as required, index, control system for general, technical books and other library printed materials.

Assist in selecting, ordering, cataloging, classifying, processing of general/technical books, periodicals, and other printed materials. Communicate information to students, faculties, and public regarding library activities such as services/facilities available, procedure and policies, develop and implement various library orientation programs to users. Assist faculties and other users in developing bibliographies, promotions, outreach services and other activities. Select, direct, train and supervise student library workers. Assist in the preparation of the library budget, serve on college committees as assigned and perform other related duties as assigned by the supervisor.


Minimum Qualification Requirements:

Bachelor or master's degree from an accredited higher education institution in library science or related field. Highly experienced and knowledgeable in skills required to perform the duties and responsibilities of a community college librarian. Previous successful library experience in a higher education institution preferable.

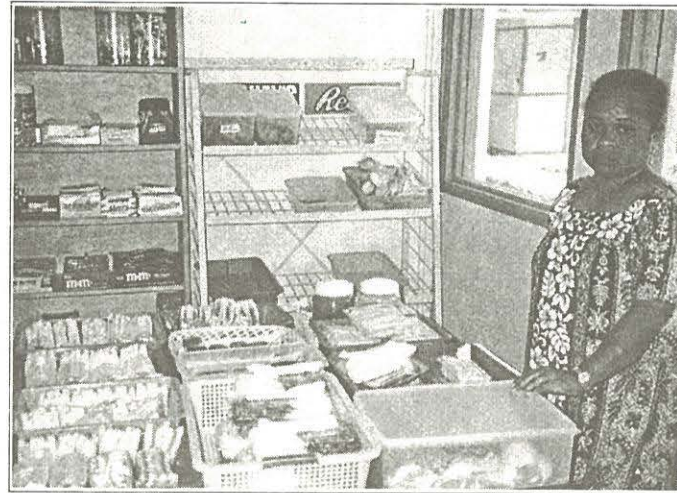
General Information:

Application forms can be obtained from the College's Human Resources Office. Send completed application with transcript, resume, and verification of previous employment, if any, to: **Palau Community College, Human Resources Office, P.O. Box 9, Koror, Palau 96940. Telephone number 488-2471, ext. 228.**

PCC is an equal opportunity employer.

 **Mesekiu's News**
Palau Community College
P.O. Box 9
Koror, Palau 96940

"Dirt-Cheap" and Tasty Bentos at PCC Bookstore



Choices, choices, choices!!! So many bentos to just choose one.

Did you know that the PCC Bookstore is selling more than just books? In fact, some of the fastest selling items at the bookstore are the variety of *bentos* made by a number of PCC staff. One can choose from tuna sandwiches, sashimi, spaghetti, and even delicious home-made cookies for dessert, at very low prices. Stop by and see for yourself.

Other items being sold at the bookstore are of course, books, t-shirts, hats, bags, mugs, folders, and much, much more. The bookstore supervisor, Helen Moros and Clerk, Gibson Towai are standing by ready to assist you and also welcome any input or comments you might have in order to improve their services. Check them out!

Celebrating Birthdays

Ayano Baules June 5



Happy Birthday to you !!!



Palau Community College

MESEKIU'S NEWS

FREE COPY

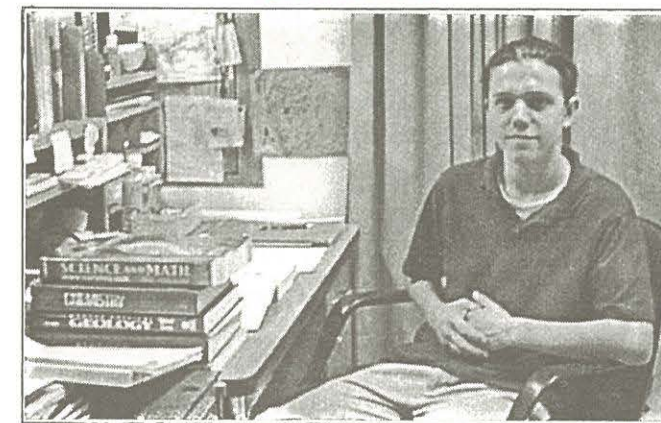


Friday, June 1, 2001

Weekly Newsletter

Volume 3, Issue 22

Antioch College Student-Intern Tutors at PCC this Summer



Steven Corfman, student-intern from Antioch College-Ohio

Mr. Steven Corfman, a second year student-intern from Antioch College-Ohio is spending his Summer semester here at Palau Community College to assist PCC Social Science instructor Joe Chilton. He is mainly providing tutorial help to students taking social science classes. Aside from his tutorial work, Corfman is skilled in MS Access and believe that he can, if needed and time permitting, assist others on campus who are using the same program. He is also very interested in sitting-in on any college committees as he feels that doing so can further enrich his internship experience.

Corfman is one of three interns from Antioch College who chose to come to Palau for their internship training. The other two interns were assigned to the Ministry of Education and the Ministry of Community and Cultural Affairs. Mr. Corfman started his internship at PCC on May 14th and will be here for the whole Summer, returning back to Antioch College-Ohio on August 8th. Mr. Corfman can be reached at extension 248 or one can visit him at the Faculty Office II. Welcome to PCC, Steven Corfman.

Northern Marianas College Gives to PCC Nursing Program

The Northern Marianas College (NMC) recently donated boxes of medical supplies and kits to the PCC Nursing Program. PCC President, Patrick U. Tellei, in his letter to Joaquin M. Sablan, Jr., NMC President expressed his deepest gratitude for NMC's generous donations, "I would like to thank you, on behalf of Palau Community College (PCC) and especially the PCC Nursing Program, for donating various medical supplies to our Nursing Program." He also wrote that the various donations and medical examination kits will help the PCC Nursing program tremendously, especially during these days of tight budget crunch. Mr. Tellei further wrote that because of the variety and quantity of medical supplies donated, the college (PCC) will be able to share some of them with the local public medical clinics which are also in dire need of such supplies. Thank you NMC!



Terry Ngirmang, PCC Nursing Instructor gratefully showing some of the medical supplies donated by the Northern Marianas College.

CONGRATULATIONS to Mario Katosang, PCC Vice President of Education and Training on his nomination and confirmation to be the Minister of Education.

Swearing-In Ceremony: Friday, June 8th, 3:00 pm, Ministry of Ed. Building

Project Tech-for-Teachers Initiated

PCC in consortium with the Ministry of Education has launched a program called the Project Tech-for-Teachers. The program's goal is to train and prepare teachers on how to appropriately integrate technology into their school's curriculum. Project Tech-for-Teachers conducted their first training on May 14-25 on campus. The first participants for this training included PCC instructors and the Ministry of Education's program specialists. There were over twenty participants who successfully completed the two-week training. Some of the programs and technology skills covered in the training included:

Microsoft Word

- ◆ Create/Edit MS Word document
- ◆ Use Tables
- ◆ Use Text Boxes
- ◆ Basic/Advance Editing Skills
- ◆ How to appropriately integrate MS Word into content areas of the school curriculum

EXCEL

- ◆ Create/Edit EXCEL document
- ◆ Use Formulas/Functions to perform calculations
- ◆ Use Pivot table feature
- ◆ Create an Electronic grade book
- ◆ Basic/Advance Editing Skills
- ◆ How to appropriately integrate EXCEL into content areas of the school curriculum.

Power Point

- ◆ Create/Edit Power Point document
- ◆ Use Animated feature
- ◆ Moving MS Word text/paragraphs into power point document.
- ◆ Basic/Advance Editing Skills
- ◆ How to appropriately integrate Power Point into content areas of the school curriculum.

Apple Works

- ◆ Word Processing
 - √ Create/Edit a document
 - √ Use the tool palette
 - √ Incorporate clip art and spread sheet into a document
 - √ Basic/Advance Editing Skills
- ◆ Spread Sheet
 - √ Create/Edit a spread sheet document
 - √ Use Formulas/Functions to perform calculations.

For information, contact PCC Academic Affairs Office: 488-2471

Academic Calendar Summer Session 2001

June 4-8	(M-F) Late Registration (Drop & Add Period)
June 18-22	(M-F) Mid-term Period
June 22	(F) Early Warning Progress Report
June 22	(F) Last Day to Remove Spring Incompletes
June 29	(F) Last Day for All Withdrawals
July 9	(M) Holiday: Constitution Day
July 13	(F) Last Day of Instruction
July 16-17	(M-T) Final Examination Period
July 23	(M) Grades Due (End of Summer Session)

PCC-CE Public Announcement

Palau Community College in conjunction with NBK Corporation, Japan International Corporation Agency and Japan Overseas Corporation Volunteer offers the basics of outboard motor engines. If you are a boat operator, own an outboard motor boat or want to own one, this is an opportunity for you. Learn the basics about outboard motor engines. You will save money in the long run with the high cost of maintenance. The skills and knowledge you learn could also be helpful to you in case of emergencies.

The class will cover the following: understanding of outboard motors; model differences, performances, strengths, parts, lower unit; water pump, oil seals, gear, identification of parts and number, engine problems, malfunctions, adjustments of carburetors and timing, electric parts, and emergency procedures.

Classes will be held on two consecutive Saturdays, **June 16 and June 23 from 8:00 am to 12:00 pm or 1:00 pm to 5:00 pm.** You can attend the morning or the afternoon session. The cost is \$20.00 per person. Arrangements can be made for classes to be offered in the other states of Palau.

For more information and registration, please contact *Continuing Education Office at 488-2471, ext. 237.* Seats are limited to a maximum of 15 participants per class so call today.

Additional Classes to be Offered

1. Building Office Skills- Learn basic skills relevant to office management.
2. Maritime Observer Training - Learn navigational skills, fish sampling and record keeping.
3. Email/Internet Training - Basic skills on how to use E-mail and the Internet.
4. Self-defense - Learn self-defense techniques & develop proper attitude and discipline toward life.
5. Boating Safety Training - Understanding boating regulations, rules of the water, and the skills to operate a boat safely in Palau.

Thank You For the Flower and *Badek!*

Kashilda Bruno



PCC Staff visiting a fellow colleague, Kashilda Bruno (standing, front-left) during her mother's funeral.

RETENTION WEB PAGE

PCC Retention Office, Tel.#: 488-2471, ext. 247

All ROP Employees Invited to Join Endowment Club

Palau Community College continues to invite all employees of the public and private sector to join us in the PCC Endowment Fund Contributors' Club. Donate up to 10% of your taxable income every year and receive a full refund as PCC is a public non-profit organization. For your information, more than 100 PCC employees have been on this program for the past three to four years. **Last year, we were joined by five employees of the Palau National Government and 15 employees of Aimeliik Elementary School as well as Aimeliik State Government.**

Upon joining, they challenged all their counterparts in the government and school system to follow, however, their challenges has remained unanswered thus far, with one exception. **Maris Stella School teachers as well as their principal Mr. Felix Okabe (a former PCC Trustee) joined the Endowment Club this year!** Indeed the club gets bigger and we want to increase it even more. Therefore, we continue to invite all employees to join this worthy cause. Because the purpose of the PCC Endowment Fund is to ensure the financial viability of Palau's only community college, your membership means you play an important role in the future of higher education for Palau.

By enrolling in the Endowment Club, you contribute whatever amount you like and are eligible to receive up to 10% of your taxable income at the end of the year. In other words, you donate to a most noteworthy cause and get your money back! This is truly a win-win opportunity so we encourage all employees to join the club today. Join us and secure the future of Palau Community College, OUR COLLEGE, for our children and their children. **Together, we can make a difference!**

To enroll in the PCC Endowment Contributors' Club or to get more information about the PCC Endowment Fund or other programs at PCC, call

**Jay Olegeriil or Armstrong Debelbot
at PCC telephone number
488-2470/2471.**

**They will be very happy
to assist you.**



ATTENTION NEW STUDENTS

Know Your Way Around Campus?

<u>Subject</u>	<u>Location</u>	<u>Phone# & Ext.</u>
Add Courses	Admissions & Fin. Aid Office	234
Admissions Application	Admissions & Fin. Aid Office	234 or 265
Academic Advising	Advisors/Academic Affairs Office	245
Academic Transcript	Admissions & Fin. Aid Office	234
Books & Supplies	Bookstore	236
Counseling	Counseling Office	488-3036
Catalog	Bookstore	236
Change of Major	Advisors/Academic Affairs Office	245
Change of Name	Admissions & Fin. Aid Office	265
Class Absences	Instructors/Retention Office	247 or 257
Closed Classes	Academic Affairs	245
Complete Withdrawal	Counseling Office	488-3036
Computer Labs	Business Education Office	241
Credits by Exam	Advisors/Academic Affairs Office	245
Drop Courses	Advisors/Academic Affairs Office	245
Evening Classes	Advisors/Academic Affairs Office	245
Financial Aid	Admissions & Fin. Aid Office	265
Financial Aid Transcript	Admissions & Fin. Aid Office	265
Financial Obligations	Business Office	231
Grades	Admissions & Fin. Aid Office	234
Graduation Application	Admissions & Fin. Aid Office	234
Graduation Requirements	Admissions & Fin. Aid Office	234
Housing	Director, Student Life (Counseling Office)	488-3036
Internship	Continuing Education Office	239
Library:		
E-mail Accounts	Library Staff	261
Inter-library Loans	Library Staff	261
Library Cards	Library Staff	261
Renewals	Library Staff	261; 488-3540
Non-Credit Courses	Continuing Ed. Office	237/238/239
Placement Test Scores	Admissions & Fin. Aid Office	234
Refunds/Tuition	Business Office	231
Scholarship	Admissions & Fin. Aid Office	265
Security	Physical Plant Office	259
Short-Term Training	Continuing Ed. Office	236/237/239
Student Activities	Recreation Office	488-3885
Student Government	SBA Office	488-2461
Tuition Status	Business Office	231
Tutoring	Skills Center	244
Withdrawal	Admissions & Fin. Aid Office	265
Work Study Placement	Work Study Office	266