



VACANCY ANNOUNCEMENT
Palau Community College
Upward Bound Program

VA # : 2026-006
Open: June 05, 2026
Close : Until Filled

POSITIONS: Upward Bound Administrative Assistant

SALARY: \$12,001.00 - \$21,312.00

LOCATION: Palau Community College

UPWARD BOUND PROGRAM

Post Office Box 857 * Koror, PW 96940

Phone: (680) 488-2962 * Fax: (680) 488-3405

Duties: 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.

QUALIFICATIONS: Associate Degree in the 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.