



VACANCY ANNOUNCEMENT

VA#: 2026- 019
Open: October 09, 2026
Close: Until Filled

Position: Administrative Assistant

Salary : \$12,001.00 to \$21,312.00 per annum
(Depending on qualifications)

Location: Talent Search Office

Examples of Duties:

- Provides administrative, clerical, and office support to the Project Director and TS staff, including managing correspondence, phone calls, emails, scheduling, and the reception area.
- Assist with and reconcile the project budget, process budget, process budget transactions, assist with reallocating expenditures as needed, and meet biweekly with the Project Director to monitor the program's financial status.
- Manage and maintain human resources, payroll, purchasing, travel, inventory, supplies, and related documentation, with approval from the Project Director and in compliance with college and federal policies and procedures.
- Develop and maintain office supplies, procedures, filing systems, and records to ensure the efficient operation of the TS office.
- Assist in scheduling, coordinating, and planning program activities and services, including meetings, workshops, field trips, and other program events.
- Maintain confidential participation and program records, databases, forms, and documentation in compliance with U.S. Department of Education, Palau Community College, and GEPA requirements.
- Assist with student recruitment, enrollment, and program activities and communicate with target schools, students, parents, community organizations, and other partners as needed.
- Assist with compiling information and preparing monthly, annual, and other program reports, including information needed for the U.S. Department of Education Annual Performance Report.

Minimum Qualification Requirements:

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.

General Information:

Application forms can be obtained from Human Resources Division at the above address or at our website: www.palau.edu. Send completed application with official transcripts, resume, and verification of previous employment(s), if any, to same address. For further information, call the number above or come in and see us.

PCC IS AN EQUAL OPPORTUNITY EMPLOYER