



VACANCY ANNOUNCEMENT

VA#: 2026- 020
Open: October 30, 2026
Close: Until Filled

Position: Administrative Assistant

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

Location: Upward Bound Math & Science

Examples of Duties:

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

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.

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