VACANCY ANNOUNCEMENT
Palau Community College

VA# : 2026-021
Open : 11/03/2026
Close : Until Filled

Position : Administrative Assistant

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

Location : Academic Affairs

NATURE AND SCOPE:

Provide secretarial support to both the Academic Affairs administrators and faculty, including office workflow, academic support, correspondence, and special projects. Use effective customer service skills in working with both internal and external constituents, solve day-to-day problems based on College policy and procedures, and serve as a receptionist for the Academic Affairs office. May perform jobs of sensitive and confidential nature. The position requires independent judgment and knowledge of college policies. May perform a variety of duties on own responsibility with little opportunity for direct supervision. Will frequently deal with students, faculty, staff from other areas outside Academic Affairs, and the public (community, visitors, etc.). The hours are from 8 AM to 5PM; however, shifts of 11AM to 8PM will also be required at times.

Examples of Duties consist, but are not limited to:

- Maintains a presence in the Academic Affairs office throughout scheduled, daily office hours
- 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
- Monitors use of copy machine and scheduling maintenance or repair as needed
- Provides administrative and clerical support to Academic Affairs office as assigned and directed by the Dean and Associate Dean of Academic Affairs
- Provides some specific clerical support to faculty relevant to fulfilling their duties
- Assists with travel arrangements for faculty for field trips or off island trips
- Supervises work study students to assist in maintaining the office
- Provides a variety of tasks dealing with equipment, supplies and educational resources, including ordering, receiving and processing, and scheduling use by faculty
- Sorts and distributes incoming mail
- Runs academic related office errands both on and off campus
- Performs other duties as assigned
- Supervises classroom cleaners

Minimum Qualification/Requirements:
A.S. degree in Secretarial Science or related field or a high school diploma and at least one year experience which demonstrates knowledge and skills in office practices.

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 .

PCC IS AN EQUAL OPPORTUNITY EMPLOYER