

VACANCY ANNOUNCEMENT

VA#: 2011-012
Open: 10/17/11
Close: Until Filled

Position: Career/Transfer Counselor

Salary : \$17,317 to \$21,068 per annum
(Depending on qualifications)

Location: Student Service-Learning Resource Center
Asian American and Native American Pacific Islander-Serving Institutions Program
(AANAPISI GRANT)

Description of Duties:

- Provide career guidance and counseling.
- Provide transfer guidance and assistance to a 4 year institution.
- Conduct career and transfer related activities.
- Assist in identifying, training and supervising peer counselors
- Assist in program planning and evaluations.
- Perform other duties as assigned.

Minimum Qualification Requirements

- MA or BA in Counseling and Guidance and/or related field
- At least three years experience in vocational and/or career guidance, and/or teaching experience in secondary or post-secondary setting.
- Preferably at least one-year experience working with underrepresented student populations.

General Information:

Application Forms can be obtained from Human Resources Division at the above address or at our website <http://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, come in and see us, or email us at hr@palau.edu.

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