

VACANCY ANNOUNCEMENT

VA#: 2011- 013
Open: 10/17/11
Close: Until Filled

Position: Counselor

Salary : \$12,653.00 to \$19,479.00 per annum
(Depending on qualifications)

Location: Student Life Office

Examples of Duties:

Under the supervision of Director of Student Life, specific duties will include, but not limited to: conduct freshmen orientation activities, use interviews, counseling session, tests, or other tools to help students understand their abilities, interests, talents and personality characteristics. Assist students with personal, social, educational, and career problems and concerns. Serve as academic advisor helping students establish academic goals; understand major requirements, academic policies and procedures. Provide assistance with course selection and registration.

Minimum Qualification Requirements:

Preferably a Master's degree in college student personnel counseling, career guidance, education or related field or Bachelor's degree in psychology, sociology or related field; excellent written and communication skills; experiences in working with students individually or in group settings.

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, come in and see or email us at hr@palau.edu.

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