

**College of Micronesia-FSM**  
Human Resources Office P.O. Box 159  
Kolonias, Pohnpei, FSM 96941  
Phone: 691-320-2480 Email: [hro@comfsm.edu.fm](mailto:hro@comfsm.edu.fm)

**Opening Date: June 4, 2024**

**Closing Date: July 3, 2024**

**Position and Salary:**

**Student Services Specialist II**  
**I/5/D-I/9/C-\$9,579.00-\$11,121.00 PA**

No Extended Benefits

**Location:**

Yap Campus/Upward Bound  
P.O. Box 286  
Kolonias, Yap FM 96943

**College of Micronesia – FSM Mission Statement**

The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.

**Values**

**COMMITMENT EXCELLENCE TEAM**  
**LEARNER-CENTEREDNESS WORK**  
**PROFESSIONALISM**

**Duties:** Under the direct supervision of the Upward Bound Director, the incumbent will design, develop and implement all academic, financial aid and career counseling services to participants. Identify at risk students and counsel them appropriately. Keep students on track and help them stay focused on their goals. Work closely with target high schools' counselors and teachers in evaluating students' academic performance and areas where students need special assistance. Prepare with program director educational plans for individual students based on their academic performance. Assess students' college and career goals, and monitor progress of individual students, both on the current participants list and tracking list. Plan and conduct orientation for students regarding Upward Bound Counseling. Disseminate career information to students. Work with the community in setting up programs of interest for students. Administer tests and keep accurate records of all students in the program and the type of services administered. Maintain good/open communication with students as well as all the Upward Bound staff/ director and college staff. Must keep students, community and staff informed of all the program goals, objectives, procedures, and progress by preparing and submitting monthly/quarterly/annual report to the director. Attend meetings and workshops as directed. Plan, organize, and conduct workshops on college selections and individual career counseling. Organize field trips and arrange for guest speakers to talk to the students about different career areas. Coordinate and facilitate seminars for parents and students on college application process and financial aid assistance. Must meet individually and on a regular basis with students for academic and personal counseling. Serve on committee and perform other duties as may be assigned required by the director.

**Minimum Qualifications:** Bachelor's degree from a US College accredited college or university in Career Counseling, Educational Counseling, Social Science or related field and two years of



progressive experience providing education services, counseling or assistance to students or related groups. Foreign credentials must be equated to meet US standards in the field of assignment using World Education Services at <http://www.wes.org>. Knowledge and experience of organizational and administrative practices in an educational department or institution. Ability and knowledge: Some knowledge/experience in dealing professionally with community and others in the work area. Must have knowledge and experience in organizing and keeping records or documentation of similar program. Must have good communication skills in speaking, writing, listening and reading in English as well as the local language. Be able to teach/tutor students when needed. Have a positive attitude in general.

**Contact:** Applications are available at the College of Micronesia–FSM Human Resources Office, state campus sites or at the college's website at [www.comfsm.fm](http://www.comfsm.fm).

**Application Procedure**

Interested candidates must submit the following documents:

1. A letter of interest addressing how the candidate's professional qualification and experience match the minimum essential requirements of the position (not to exceed 3 pages);
2. COM-FSM application form (<http://www.comfsm.fm/jobs/HRdocs/employment08.pdf>);
3. A current resume which includes personal email address and cellular phone number;
4. Copies of transcripts for all degrees earned;
5. A minimum of three professional reference letters under 6 months old; and
6. Criminal background check under 6 months old.

Documents are to be submitted electronically to [hro@comfsm.edu.fm](mailto:hro@comfsm.edu.fm) (preferably as PDF attachments) or mailed to:

Human Resources Office  
College of Micronesia-FSM  
P. O. Box 159  
Pohnpei FM 96941

(U.S Postal Service domestic rates apply in the Federated States of Micronesia.)

Applications will be accepted until **July 3, 2024** followed by screening by the committee or until filled. Official copies of college transcripts are required to be sent directly from schools to HRO when a candidate is being considered.

The College reserves the right to request or require from any applicant additional documentation or certification in addition to the minimum requirements stated in this advertisement in order to be considered for this position. All persons applying must meet or exceed any additional qualifications required in the COM-FSM Personnel Policy and Procedure Manual.

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The College of Micronesia–FSM is an equal opportunity employer.

FSM Citizens are encouraged to apply

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