

# Secretary/Registrar

Call ID: NAD-000012-2023

Where: Micronesia

When: Jul 1, 2023 - Jun 12, 2024

## Summary

Responsibilities may include, but are not limited to, the following: 1. To assist the principal in his/her duties as requested. 2. Represent the Seventh-day Adventist Church, Guam-Micronesia Mission, and school administration in all interactions whether in person, on the phone, or by emails. 3. Produce, and maintain careful, timely records and reports of all students and staff of the school, using the designated NAD/GMM-selected databases. 4. Prepare and submit requested reports to the local School Board, government, and GMM by the required deadlines. 5. Maintain a presence in the office during the scheduled office hours. 6. Meet schedules, dress codes, and other guidelines, as informed. 7. Substitute/assist in other areas as requested by the principal. 8. Oversee the campus-wide standardized testing schedule and prepare testing materials for processing in a timely manner. 9. Coordinate the high school class schedule. 10. Be a member of the K-12 administrative council, if assigned. 11. Undertake such extra-curricular activities and supervisory duties as administration may assign. Monthly living allowance: \$300

## Destination

Micronesia

## Term

Long-Term, 12 - 12 months, Jul 1, 2023 - Jun 12, 2024

## Position

Type: N/A, Total People Required: 1, Target Age: Any

## Finances

Cost: \$0.00, Monthly Living Allowance: \$0.00, Local Currency: , Finance Type: Fully Sponsored

## Lodging & Food

Not Specified

Restrictions: Not Specified

Gender Lodging: Not Specified

Marital Status Lodging: Not Specified

Child Accommodations: Not Specified

## Health Notes

Not Specified

**Dress**

Acceptable:

Unacceptable:

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**Duties**

(not set)

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**Experience**

Not Specified

**Education**

High School

**Education Concentration**

Not Specified

**Languages**

Not Specified

**Trade Skills**

Any

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**Host**      « Private »

**Host Contact** « Private »

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**Travel Documentation**

**Travel**

Destination City

Destination Airport

**Medical**

Required Inoculations      (not set)

HIV Clearance Required?    No

Medical Recommendations (not set)

**Visa**

Visa Required?      No      Visa Type (not set)

Visa Application By      (not set)

Work Permit Required?    No

Work Permit Application By (not set)

Police Clearance Required? No

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Child Protection Required? No  
Send Documentation To (not set)  
Documentation Deadline (not set)  
Visa Travel Details  
(not set)

**Interview**

Phone Interview Required? No  
Signed Agreement Required? No

**Orientation**

Orientation on Site? No  
Orientation Stipend? No

**Travel Advisory**

## Micronesia

**1** Exercise normal precautions

***Reissued with obsolete COVID-19 page links removed.***

Read the [country information page](#) for additional information on travel to Micronesia.

If you decide to travel to Micronesia:

- Monitor local media for breaking events and be prepared to adjust your plans.
- Visit the Micronesia government [website](#) if appropriate for non-health conditions.
- Visit the websites for the Department of Health and Social Services for the latest information from the Government of Micronesia on current public health concerns.
- Ensure your passport is valid for at least six months beyond your intended stay.
- Enroll in the [Smart Traveler Enrollment Program \(STEP\)](#) to receive Alerts and make it easier to locate you in an emergency.
- Follow the Department of State on [Facebook](#) and [Twitter](#).
- Review the [Country Security Report](#) for Micronesia.
- Prepare a contingency plan for emergency situations. Review the [Traveler's Checklist](#).
- Visit the CDC page for the latest [Travel Health Information](#) related to your travel.