

# Registrar's Office Assistant

Call ID: NAD-BMA-000319-2024

Where: Hamburg, United States

When: Apr 1, 2024 - Mar 31, 2025

## Summary

Assist the Registrar in office work. Providing information to enrollees and assisting through the online application process.

Should be able to communicate well in both written and oral english. Being able to communicate in spanish is a plus factor.

Computer literate, teachable, able to get along with colleagues, students and parents.

## Destination

Hamburg United States

## Term

Long-Term, 12 - 24 months, Apr 1, 2024 - Mar 31, 2025

## Position

Type: Secretarial, Total People Required: 1, Target Age: Any, Adult 21 and up, College (18-25), Young Adults (26-40)

## Finances

Cost: \$0.00, Monthly Living Allowance: \$600.00, Local Currency: USD, Finance Type: Regular (Shared Funding)

## Lodging & Food

Volunteer will be provided a place to stay.

May prefer to eat in the caf or prepare own meals.

Restrictions: Not Specified

Gender Lodging: Female

Marital Status Lodging: Either

Child Accommodations: Not Specified

## Health Notes

In good health.

## Dress

Acceptable:

Modest and conservative.

Unacceptable:

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## Duties

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## Experience

Not Specified

## Education

High School

## Education Concentration

Not Specified

## Languages

English (fluent)

## Trade Skills

Any

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**Host**      « Private »

**Host Contact** « Private »

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## Travel Documentation

### Travel

Destination City      [Hamburg](#)

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      [Volunteer / Sponsor](#)

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		Orientation	
Phone Interview Required?	Yes	Orientation on Site?	Yes
Signed Agreement Required?	No	Orientation Stipend?	Yes

### Travel Advisory

United States

**1** Exercise normal precautions