

# Taskforce - Admin Assistant

Call ID: NAD-AAA-000333-2024

Where: Auburn, WA, United States

When: Aug 11, 2024 - Jun 6, 2025

## Summary

Auburn Adventist Academy is a boarding school located in beautiful Western Washington is looking for taskforce workers for the 2024/2025 school year. Taskforce workers are critical in helping provide the mission of Adventist Education.

## Destination

Auburn, WA United States

## Term

Long-Term, 10 - 10 months, Aug 11, 2024 - Jun 6, 2025

## Position

Type: Administration, Total People Required: 1, Target Age: Any

## Finances

Cost: \$0.00, Monthly Living Allowance: \$1,700.00, Local Currency: USD, Finance Type: Regular (Shared Funding)

## Lodging & Food

We have dorm rooms available for taskforce workers.

Restrictions:

There are no co-ed housing accommodations.

Gender Lodging: Either

Marital Status Lodging: Single

Child Accommodations: Not Specified

## Health Notes

Not Specified

## Dress

Acceptable:

Business professional.

Unacceptable:

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### Duties

The administrative taskforce worker will assist with the operation of the front office. Assisting in record keeping (attendance, filing, etc). They will work directly with the associate VP for students and the VP of Academics. This taskforce position will also assist administration and assist with the supervision of students.

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### Experience

Not Specified

### Education

High School

### Education Concentration

Not Specified

### Languages

English (fluent)

### Trade Skills

Administration

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**Host**      « Private »

**Host Contact** « Private »

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### Travel Documentation

#### Travel

Destination City      Auburn, WA      Destination Airport      Sea-Tac

#### 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

Child Protection Required?      No

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Send Documentation To (not set)

Documentation Deadline (not set)

Visa Travel Details  
(not set)

**Interview**

Phone Interview Required? Yes

Signed Agreement Required? No

**Orientation**

Orientation on Site? Yes

Orientation Stipend? No

**Travel Advisory**

United States

**1** Exercise normal precautions