

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:

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.

Experience

Not Specified

Education

High School

Education Concentration

Not Specified

Languages

English (fluent)

Trade Skills

Administration

Host « Private »

Host Contact « Private »

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

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