

# Assistant Girls Dean

Call ID: NAD-MBA-000382-2024

Where: La Selva Beach, United States

When: Oct 1, 2024 - Jun 8, 2025

## Summary

The Assistant Dean will work approximately 40 hours a week alongside the Head Dean and Associate Dean in the day-to-day operations of the dorm.

## Destination

La Selva Beach United States

## Term

Long-Term, - months, Oct 1, 2024 - Jun 8, 2025

## Position

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

## Finances

Cost: \$0.00, Monthly Living Allowance: \$200.00, Local Currency: USD, Finance Type: Regular (Shared Funding)

## Lodging & Food

Private room in the dormitory, meals provided by cafeteria

Restrictions:

No spouse or dependants

Gender Lodging: Either

Marital Status Lodging: Either

Child Accommodations: Not Specified

## Health Notes

Not Specified

## Dress

Acceptable:

Acceptable Dress: Casual and modest

Unacceptable:

Unacceptable Dress: Improper for a Seventh-day Adventist Christian

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## Duties

This position includes but is not limited to:

- supervision of the dorm,
  - being a positive role model and mentor to the students,
  - implementing school and dorm policies as outlined in the school handbook,
  - being on duty scheduled days, evenings, and weekends,
  - giving worship talks,
  - managing student workers (janitors, desk workers, and resident assistants),
  - occasionally transporting students to and from appointments and travel necessities,
  - being available to assist the residents with problems and social interactions with one another,
  - being a team player with the other deans and staff members of MBA.
  - The assistant dean also plays a role in helping students learn responsibility and independence, as well as
  - providing a Christian role model for the students.
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## Experience

- Fluency in English
- At least one year of College Education
- Students majoring in Education, Psychology, Social Work, and related areas are preferred.
- Excellent communication skills
- Preference for someone with experience working with teens in a boarding school
- Flexible and Organized
- Capable of handling medical or emotional emergencies until experienced help arrives.
- The applicant must have good judgment and conflict management skills.
- Must display strong interpersonal skills.
- A strong and growing relationship with God should be evident.
- Punctual and reliable
- Flexible in all situations to help the school with different needs when necessary
- Reflect Christ's character to students through their lives and interactions.

## Education

High School

## Education Concentration

Not Specified

## Languages

English (fluent)

## Trade Skills

Any

**Host**      « Private »

**Host Contact** « Private »

**Travel Documentation**

**Travel**

Destination City      La Selva Beach      Destination Airport      San Francisco or San Jose

**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