

Assistant Dean and Office Assistant 2025-2026

Call ID: NAD-HMA91-000511-2025

Where: Honolulu, United States

When: Jul 28, 2025 - Jun 5, 2026

Summary

Volunteer Opportunity: Dormitory Dean and Office Assistant

We are seeking a dedicated volunteer to join our HMA Team as a Taskforce Assistant Dean and Office Assistant. This role offers the chance to support students academically, emotionally, and spiritually while contributing to the operational needs of the school.

Responsibilities

Dormitory Supervision:

- Oversee dormitory students and maintain a safe and supportive environment.
- Provide academic, emotional, and spiritual assistance to students.
- Drive students to off-campus activities, church, and other events as needed.

Office Assistance:

- Support the business manager with data entry and maintaining financial records.
- Assist the principal with administrative tasks and special projects.
- Help teachers with grading and other classroom-related responsibilities.

Volunteer Details

- **Monthly Living Allowance:** \$680
- **Commitment:** Full school year
- **Location:** Honolulu, Hawaii

If you have a heart for service, enjoy working with students, and have strong organizational skills, we invite you to join our team and make a meaningful impact.

Destination

Honolulu United States

Term

Long-Term, 10 - 10 months, Jul 28, 2025 - Jun 5, 2026

Position

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

Finances

Cost: \$0.00, Monthly Living Allowance: \$680.00, Local Currency: USD, Finance Type: Regular (Shared Funding)

Lodging & Food

Dorm room and food provided.

Restrictions: Not Specified

Gender Lodging: Either

Marital Status Lodging: Single

Child Accommodations: Not Specified

Health Notes

Not Specified

Dress

Acceptable:

Unacceptable:

Duties

Duties and Qualifications

Duties

1. Student Supervision:

- Oversee dormitory students and study hall sessions.
- Provide academic, emotional, and spiritual support to students.
- Drive students to off-campus activities, church, and other events (requires a valid driver's license).

2. Administrative Support:

- Assist with data entry and maintain financial records (requires general accounting knowledge).
- Provide customer service and administrative assistance as needed.
- Support teachers with grading and other classroom-related tasks.

3. Facility Maintenance:

- Perform general cleaning and upkeep in the dormitory and cafeteria.

4. Collaboration and Communication:

- Maintain clear and effective communication with staff, students, and parents.
- Work collaboratively as part of a team to foster a positive and supportive environment.

Qualifications

- **Age and Licensing:**
 - Must be at least 21 years old.
 - Possess a valid driver's license for at least one year or more.
- **Spiritual Commitment:**
 - Have a daily growing relationship with Jesus Christ.
 - Be active in a local church or youth ministry.
 - Be able to share Christ as a personal Savior and loving friend.
- **Character and Attitude:**
 - Demonstrate a positive attitude and the ability to fulfill responsibilities effectively.
 - Be youth-focused, with a desire to see students grow spiritually and academically.
 - Be flexible and adaptable to changing needs and situations.
- **Teamwork and Communication:**
 - Work well in a team environment and support a unified mission.
 - Possess strong communication and customer service skills.
- **Health and Vitality:**
 - Be in good physical health and capable of fulfilling responsibilities.
- **Commitment:**
 - Be available for the entire school year.

If you are passionate about supporting youth, skilled in administration, and committed to serving Christ, we encourage you to apply!

Experience

Not Specified

Education

1-Yr College

Education Concentration

Not Specified

Languages

English (fluent)

Trade Skills

Any

Host « Private »

Host Contact « Private »

Travel Documentation

Travel

Destination City Honolulu Destination Airport HNL

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? Yes

Child Protection Required? Yes

Send Documentation To (not set)

Documentation Deadline (not set)

Visa Travel Details

(not set)

Interview

Phone Interview Required? Yes

Signed Agreement Required? Yes

Orientation

Orientation on Site? Yes

Orientation Stipend? No

Travel Advisory

United States

1 Exercise normal precautions