

Assistant Dean and Office Assistant

Call ID: NAD-HMA91-000058-2023

Where: Honolulu, HI, United States

When: Jul 31, 2023 - Jun 14, 2024

Summary

Supervision of dormitory students Providing academic, emotional, and spiritual help Driving students for off-campus activities, church, and other needs. Assisting the business manager with data entry and financial records Assisting the principal with various projects Assisting the teachers with grading- Monthly living allowance: \$680

Destination

Honolulu, HI United States

Term

Long-Term, 12 - 12 months, Jul 31, 2023 - Jun 14, 2024

Position

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

Finances

Cost: \$0.00, Monthly Living Allowance: \$0.00, Local Currency: , Finance Type: Fully Sponsored

Lodging & Food

Not Specified

Restrictions: Not Specified

Gender Lodging: Either

Marital Status Lodging: Single

Child Accommodations: Not Specified

Health Notes

Not Specified

Dress

Acceptable:

Unacceptable:

Duties

Experience

Not Specified

Education

1-Yr College

Education Concentration

Not Specified

Languages

Not Specified

Trade Skills

Any

Host « Private »

Host Contact « Private »

Travel Documentation

Travel

Destination City Honolulu, HI 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? No

Child Protection Required? No

Send Documentation To Joe Lee

Documentation Deadline Aug 16, 2023

Visa Travel Details

(not set)

Interview

Phone Interview Required? No

Signed Agreement Required? No

Orientation

Orientation on Site? No

Orientation Stipend? No

Travel Advisory

United States

1 Exercise normal precautions