

# Assistant Dean and Office Assistant

Call ID: NAD-000058-2023

Where: 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

United States

## Term

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

## Position

Type: N/A, Total People Required: 1, Target Age: Any

## Finances

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

## Lodging & Food

Not Specified

Restrictions: Not Specified

Gender Lodging: Not Specified

Marital Status Lodging: Not Specified

Child Accommodations: Not Specified

## Health Notes

Not Specified

## Dress

Acceptable:

Unacceptable:

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## Duties

(not set)

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**Experience**

Not Specified

**Education**

High School

**Education Concentration**

Not Specified

**Languages**

Not Specified

**Trade Skills**

Any

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**Host**      « Private »

**Host Contact** « Private »

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**Travel Documentation**

**Travel**

Destination City

Destination Airport

**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)

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**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

**FOR STAFF USE ONLY**

Visibility **Public**  
Registration **Open**  
Approval **Approved** (not set)  
Recorded **Unrecorded** (not set)  
Dates Deadline: (not set) Expiration: (not set)