

# Assistant Dean and Office Assistant

Call ID: NAD-HMA91-000309-2024

Where: Honolulu, United States

When: Aug 1, 2024 - Jun 13, 2025

## 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 United States

## Term

Long-Term, 10 - 10 months, Aug 1, 2024 - Jun 13, 2025

## Position

Type: Dean, Total People Required: 1, Target Age: College (18-25)

## 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:

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### **Duties**

Good communication skills

Dorm supervision / study hall supervision

Providing academic, emotional, and spiritual help

Driving students for off-campus activities, church, and other needs

General Accounting Knowledge

Good Customer Service Skills

General cleaning in the dormitory and cafeteria

### **QUALIFICATIONS**

At least 21 years old

Active in Local Church or Youth Ministry

Available for the entire school year

Have a valid drivers license

Have a daily growing relationship with Jesus Christ

Be able to communicate Christ as a personal Savior and loving friend

Have a positive attitude with an ability to fulfill responsibilities

Work as a team player

Be youth focused, and have a desire to see them accept Jesus as their Savior

Be in good health and vitality

Be able to take and implement directions and advice • Be FLEXIBLE!

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### **Experience**

Not Specified

### **Education**

1-Yr College

### **Education Concentration**

Not Specified

### **Languages**

English (fluent)

### **Trade Skills**

Any

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**Host** « Private »**Host Contact** « Private »

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**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)

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**Interview**

Phone Interview Required? Yes

Signed Agreement Required? Yes

**Orientation**

Orientation on Site? Yes

Orientation Stipend? No

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**Travel Advisory**

United States

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Exercise normal precautions