

**Job Title: Female Dormitory Supervisor (Part-time)**

**Reports to:** Deputy Director of Student Services

**Description:**

- Performs Dormitory Supervision and support activities for the Student residing the in MUIDS/MU Dormitory

**Overall Responsibilities:**

- Assist with the implementation of the MUIDS Student Services policies and procedures for the MUIDS Dormitory in compliance with the WACS accreditation
- Monitors the Dormitory for students in violation of school rules and the Code of Conduct
- Manage inventory of a First Aid Kit
- Maintain compliance with the Dormitory funds as outlined by the Finance Department
- Implementing and maintaining procedures/administrative systems in the Student Services Office as they relate to the Dormitory

**Qualifications:**

- Bachelor's in Education or other
- 1-2 years working with high school or in a school
- Ability to speak, read, write and understand advanced English as well as to follow written and oral directions given in English
- Ability to maintain firm yet professional boundaries in issues involving students, parents, and faculty
- Skills in the Microsoft Office suite as well as basic computer competency
- Previous experience working in a school as a teacher or in a Boarding School
- First Aid/CPR Certified
- Such alternatives to the above qualifications as the Deputy Director may find appropriate and acceptable

**Specific Duties:**

- Acting as a first point of contact in the dormitory: dealing with correspondence and phone calls etc., as they relate to Dormitory students and or their parents/guardians
- Booking and arranging rooms for Dormitory evening activities
- Complete an evening bed check or roll call (**Duty Hours:** evening and possibly weekend hours are needed. Duty hours are flexible as students' needs in the dormitory after school can be on an as needed basis and each supervisor must be on call)
- Complete a weekly time based narrative shift report and report to the Deputy Director of Students Services
- Assist Dormitory students in the preparation and management of school documents & forms and academic and social-emotional life
- Assist in events and activities may include weekday evenings and or weekend work.
- Communicate with teachers, staff and students regarding Dormitory Student information.
- Coordinate with MUIDS Medical Clinic follow up policy (Outpatient).
- Report to the Deputy Director of Students Services in the event of an emergency
- Attend weekly or bi-monthly Dormitory Supervisor meetings
- Perform all other duties as may be assigned by the Dean of Students, Deputy Director, or School Director

**Working Hours:**

- Sunday to Thursday 8 P.M. - 11 P.M. (for normally)
- It has to be flexible hours for emergency maybe day-off or weekend
- Reside in Salaya area or willing to relocate to the Salaya/Nakhon Pathom areas.

**Payment:**

- 500 Baht per working day

Only short-listed applicants will be contacted directly