

Job advertisement

Chaperone/ Live-in Student Housing Coordinator

Employer: Deutscher Schulverein Malaysia, Kuala Lumpur

Application deadline: 30.05.2023

Start of work: 01.08.2023

We, the DSKL, are a private expat school located in Petaling Jaya, which provides excellent German education in a small and friendly environment. One of our traditions is to give highly talented students from Germany the chance to live in Malaysia for two years in our boarding apartment and to obtain the German high school diploma called Abitur/DIA (Deutsches internationales Abitur) here in Petaling Jaya. In order to provide our students with a comfortable and safe environment, we are hiring a new Chaperone/Live-in Student Housing Coordinator” to live with our students in a spacious, light and clean apartment in Petaling Jaya.

Housing and living:

- To live together with four to six guest students (aged between 16 and 19 years) in an apartment in Petaling Jaya

Attendance of the Chaperone:

- To be present at the apartment seven days a week; (time off while the students are at school 8am - 2pm)
- To remain on duty through the night; (meaning to be reachable in case of emergency)
- The chaperone is entitled to four weeks holidays during the summer school holidays and any other additional days when no student is in the apartment

Responsibility to care for the students:

- To be informed about students’ whereabouts and plans at all times; ensure students keep their curfew times
- To observe the student’s obligations
- To ensure that any accidents/incidents are reported to the Guest Student Project Coordinator
- To work within agreed parameters of the house rules in order to protect the student’s privacy, to ensure confidentiality
- To support the students in their development (listening and understanding of their daily issues) and care for their needs and support them in solving difficulties that might occur in everyday life
- To arrange regular meetings with the students as well as with the Guest Student Project Coordinator to discuss current issues
- To motivate and support them to get involved in the community (e.g. local sports clubs)

Responsibilities regarding apartment cleaning and food preparation

- To purchase groceries and household items that are being shared and show students where they can buy everything they need on their own
- To help organizing breakfast and dinner every day. Could involve teaching how to cook some dishes.
- Teach how to clean up to the WG standards and supervise the cleanliness of the apartment and the chores. (The students are responsible to clean the common areas together and each student is responsible for their own room)

Applicant profile:

- The Chaperone should be female
- Required abilities: high assertiveness (e.g. setting limits, ensure compliance), educational experiences and good skills in dealing with young people, high sense of responsibility and duty consciousness, flexibility, organizational skills
- Valid working permit (for non-Malaysians)
- Valid driving license and own car
- Very good English language skills; German language skills are an advantage, but not a must

Employer contributions and benefits:

- Staff insurance
- Free accommodation
- Reasonable salary, yearly bonus plus EPF and SOCSO
- Insights into German culture

Information about the school can be found on our website www.dskl.edu.my.

Please send your application including curriculum vitae, cover letter, job references and certificates to projects@dskl.edu.my, addressed to **Mrs Anja Schupp, Administration Manager**.