

# The School of American Ballet

AT LINCOLN CENTER

## RESIDENCE LIFE ASSOCIATE

The School of American Ballet at Lincoln Center is the official training academy of the New York City Ballet and is the preeminent ballet academy in the United States. The school boasts a total student population of 570 students during its 10 month Winter Term (September-June) of which 115 are full-time, high school-aged Advanced Level students and approximately 400 are part-time Children's Division students who participate in ballet classes as an extra-curricular activity. 64 of the Intermediate and Advanced students reside on-site at the school in the Meredith Willson Residence Hall, a facility shared with the Juilliard School. SAB's 5 week Summer Course (June/July) hosts a population of 200 middle school and high school students, mostly housed in the Residence Hall, who study an intensive ballet curriculum and enjoy a wide range of trips and activities in and around the NYC area.

### Responsibilities:

- Serve as the front line representative for all residence hall operations by interfacing with students, staff and visitors, answering the phone, overseeing the desk's full administrative function and responding to immediate programmatic needs
- Maintain a clear understanding of all Residence Hall policies and procedures in order to ensure their consistent and thoughtful enforcement
- Maintain high levels of student engagement across the entire Intermediate and Advanced student divisions, passing relevant information on to the residence hall leadership
- Monitor student sign-in and sign-out process
- Communicate clearly and consistently with staff via email and daily Staff Communication Log
- Participate in the daily management of student health and wellness which includes working collaboratively with the school nurse and school psychologist
- Communicate clearly with students' parents and guardians as needed
- Promptly report and follow up on minor and major maintenance concerns
- Maintain student and staff mailboxes, delivering packages and mail daily
- Create and maintain departmental and student forms and files
- Administrative duties as assigned include, but are not limited to: typing, collating, copying, coordinating and organizing
- Maintain positive working relationships with the entire Student Life staff
- Participate in multiple staff training periods (winter term, midyear, and summer course) annually and attend weekly staff meetings, supervisor one on ones, adjusting hours during these periods as necessary
- Schedule will be 8am-4pm for the 6 week duration of the annual Summer Course and Summer Course Training.
- Participate in Community Development Assistant (CDA) selection
- Assist with the opening and closing of the residence hall for both winter term and summer course
- Work collaboratively with the ARHD graduate staff on duty each night, collectively ensuring student and community wellbeing
- Conduct the first round of curfew checks each evening
- Support the Summer Course administrative process by collecting, tracking and following up on all residential student forms
- Coordinate Weekend Desk Attendant schedule and secure necessary coverage for their advance absences
- Attend all-staff meetings and events when memos indicate they are required
- Other duties as assigned

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## Hours:

The Residence Life Associate will work from 4pm-12am, Monday-Friday. Each shift includes a one-hour meal break from 8pm-9pm. Some adjustments to working hours are necessary throughout the year.

This position requires working on School holidays (Labor Day, Columbus Day, Thanksgiving, Martin Luther King Day, President's Day, Easter Break, Memorial Day, Independence Day, etc.). While compensation time is given for time worked on these holidays, all comp time must be used during the academic year in which it is awarded.

## Qualifications:

- Bachelor's degree
- Strong administrative and organizational skills
- Good communication skills, both verbal and written
- Ability to multi-task and prioritize responsibilities
- Ability to relate to teenagers and a comfortability with in loco parentis responsibilities
- Microsoft Office proficiency, experience with or ability to learn basic Education Edge functions

Submit a cover letter, resume, and two professional references to [studentlife@sab.org](mailto:studentlife@sab.org). Qualified candidates will be contacted. **No phone calls or agencies please.** Superior benefit package, including full health benefits, four weeks vacation (plus two holiday weeks in December), and generous retirement savings benefits.

The School of American Ballet is an Equal Opportunity Employer. The School of American Ballet is committed to an equitable and inclusive program and a diverse faculty, staff and student body. Candidates from diverse backgrounds are encouraged to apply.