

## **EVENING RESIDENCE LIFE ASSOCIATE**

### **Organization Overview**

The School of American Ballet (SAB) at Lincoln Center, founded by George Balanchine and Lincoln Kirstein, is the preeminent ballet school in the country. Our mission is to train professional dancers for careers in classical ballet. We provide the resources for a diverse pool of students to train at the highest level – with 20-25 a year going on to dance for New York City Ballet, our official but independent company, and other major ballet companies worldwide. SAB has a far-reaching impact on the art form and enriches the lives of each student who comes through our doors, over 1,000 annually.

During the Winter Term (September-June), sixty Advanced students reside on-site at the School in the Meredith Willson Residence Hall, a facility shared with the Juilliard School. During SAB's 5-week Summer Course (June and July), 200 middle school and high school students reside on campus.

SAB's Department of Student Life is dedicated to fostering and promoting a well-rounded approach to the emotional, social, physical, cultural, intellectual and academic spheres of SAB students' lives. The Department's work is deeply engrained into the SAB student experience and aims to enhance students' artistic training by supporting them fully outside of the studios. This support is provided through a highly intentional approach to the areas of residence life, health and wellness, academics, and personal development. The Department of Student Life is also responsible for enforcing the School's Code of Conduct. SAB's values of Diversity, Equity and Inclusion are central in the Department's work.

The Evening Residence Life Associate (RLA) plays a pivotal role in managing and strengthening SAB's residential community. In partnership with a staff of rotating graduate-level Assistant Residence Hall Directors, the Evening RLA oversees the residence hall's operations from 4pm-midnight, Monday-Friday, tending to student and community needs, parent engagement and policy enforcement. The Evening RLA should demonstrate a strong ability and willingness to interact with students on a daily basis regarding their social-emotional well-being, displaying a genuine interest in their lives, their development and their growing artistry. They should also demonstrate a strong understanding of the importance of boundaries when working with young people and strong critical thinking skills. Reporting to the Director of Student Life for Residential and Transitional Programming, the Evening Residence Life Associate will have responsibilities in the following areas:

### **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 senior residence hall leadership
- Demonstrate active and empathetic listening skills
- Monitor student sign-in and sign-out process
- Communicate clearly and consistently with staff via email and daily Staff Communication Log
- Possess the ability to work in various databases and handle confidential student information
- 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 annually (Winter Term, midyear, and Summer Course), attend weekly staff meetings and participate in supervisor one on ones.
- 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

**Hours:**

During the Winter Term (September-June), the Evening Residence Life Associate will work from 4pm-12am, Monday-Friday. During the 6-week Summer Course (June and July), the position will work from 8am-4pm, Monday-Friday. Each shift includes a one-hour meal break (8pm-9pm during the Winter Term, 12-1pm during the Summer Course). Some adjustments to working hours are necessary throughout the year.

This position requires working on School holidays (Labor Day, Indigenous People's Day, Thanksgiving, Martin Luther King Day, President's Day, Easter Break, Memorial Day, Independence Day, etc.). While compensation time is given for hours worked on these holidays, all comp time must be used promptly in the same manner it was earned.

**Qualifications:**

- Bachelor's degree
- Experience working with young people; professional experience working with adolescents is preferred
- 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
- Proficiency in Microsoft Office Suite (particularly Word and Excel)

Submit a cover letter, resume, and two professional references to [sharrington@sab.org](mailto:sharrington@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.*