



## **Weekend Desk Attendant For the Department of Student Life**

### **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), 49 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 Department of Student Life at the School of American Ballet is seeking part-time weekend desk attendants for its residence hall. The hall houses 49 students ranging in age from 14-20 and operates a 24 hour desk. Ideal candidates will be graduate students with availability on the weekends.

The successful candidate will join a team as one of two desk attendants who will work two shifts each weekend (one weekend the Weekend DA will work both 8am-4pm shifts on Saturday and Sunday, the following they will work both 4pm-12am shifts on Saturday and Sunday, and so on). The shifts are often busy and will require the performance of multiple tasks.

Under the supervision of the Assistant Director of Student Life for Residential and Transitional Programming, this position includes the following duties and responsibilities:

- Work scheduled shift each weekend. Be on time.
- Monitor/observe all visible activities of students and guests within the residence hall.
- Monitor student sign-in/sign-out.

- Answer all incoming calls; transfer them accordingly and take messages or contact the appropriate staff person as needed.
- Know all residence hall policies and to refer any concerns to the staff person on duty.
- Assist staff person on duty with curfew extensions
- Strictly enforce floor rules pertaining to the curfew policy.
- Perform other duties as assigned.

### **Minimum Qualifications**

- Bachelor's Degree
- Administrative experience (answering phones, taking messages, desk operations)
- Responsible and timely
- Interest in working with and building relationships with teenagers
- Must consent to criminal background check

### **Preferred Qualifications**

- Excited to build relationships with students and willing to role model our community standards: respect, inclusiveness and accountability
- Previous experience with high school aged students and/or in a residence hall environment preferred.

### **Additional information**

Location: Lincoln Center, 65th/Broadway

Position starts: Saturday, September 11, 2022

Position ends: Saturday, June 11, 2022 - this is only a seasonal position with the possibility of being rehired for the following academic year contingent upon satisfactory performance

Hours: 2 eight hour shifts per weekend on Saturday and Sunday - 8am-4pm & 4pm-12am on an alternating basis

Openings available: 2

Salary: \$15.00/hour

To apply, interested candidates should contact:

Nate Guarino, Assistant Director of Student Life for Residential and Transitional Programs at

[nguarino@sab.org](mailto:nguarino@sab.org) and include letter of interest, resume and the contact information for 3 professional references. Applications will be accepted on a rolling basis, with priority consideration given to candidates who submit their applications by Monday, August 1, 2022.

*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.*