

The School of American Ballet

AT LINCOLN CENTER

Assistant Director of Student Life for Academic and Cultural Programs

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 603 students during its 10 month Winter Term (September-June) of which 115 are full-time, high school-aged Advanced Level students and approximately 500 are part-time Children's Division students who participate in ballet classes as an extra-curricular activity. 64 of the 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.

Reporting to the Dean of Students, the Assistant Director of Student Life for Academic and Cultural Programs will have responsibilities in the following categories:

Academics

- Participate in Winter Term recruitment and enrollment process by speaking to invited families regarding academics at SAB. Work with parents to get their new, incoming students enrolled at the appropriate school with the necessary academic plans and resources.
- Build and maintain relationships with administrators from the two high schools where SAB enrolls students. Meet and communicate with administrators, teachers and advisors at both schools proactively throughout the year. Oversee onsite classes and maintain communication with onsite teachers.
- Support students enrolled in home-schooling or correspondence study curriculums; proctor tests for those students and monitor their progress with individual programs.
- Provide on-going academic support for students throughout the school year with services such as college preparatory workshops, the SAT Preparatory Course, tutors, academic intervention programs and the SAB Honors Society.
- Monitor student grades consistently using online grade portals. Work with parents of resident students to inform and engage them regarding their student's academic concerns and achievements. Enact and manage improvement plans as necessary.
- Oversee communication to schools regarding SAB rehearsal and schedule changes. Set and maintain clear student expectations around schedule changes and academic accountability.

- Act as an informative academic resource to day student families whose children are moving into the Intermediate and Advanced divisions at the School.

Residence Life

- Partner with the Associate Director of Student Life for Residential Programs to ensure a cohesive approach to student and community development, consistent enforcement of expectations and clear communication with students, staff and parents. Maintain a presence in our residential community that reinforces your role and your participation in community wellbeing.
- Meet with students regarding conduct, roommate mediations, and other developmental needs. Communicate with parents appropriately regarding student challenges and concerns. Support and participate in procedures related to student conduct and discipline.
- Participate in Finding Your Way programming by putting on one program in each category over the course of the Winter Term (International Education, Diversity, Alcohol and Drug Awareness, Nutrition and Wellness, Community Service and City Exploration).
- Manage and participate in the Residence Life Advising program. Participate in the Day Student Advising program. Both programs aim to guide students on academic, personal and social matters as related to their SAB experience.
- Supervise live in Assistant Residence Hall Director (grad student) assigned to programmatic academic support.
- Supervise the daytime Residence Life Associate.
- Participate in the Residence Life staff search process for both the Winter Term and the Summer Course. Assist with developing and leading staff training modules for both terms.
- Serve on Residence Hall professional staff back-up duty rotation. Skilled in handling crisis and emergency situations involving students, community wellbeing, and facilities.
- Maintain relationships with the parents of resident students. Communicate proactively.
- Participate in the daily management of student health and wellness. Accompany students to doctor appointments, communicate with parents, staff and faculty as needed, and follow up with students appropriately.
- Attend weekly Residence Life staff meetings and Student Life Leadership meetings.

Cultural Programming

- Ensure the proper planning and implementation of SAB's Cultural Program initiatives across all divisions. Partner with various Student Life staff members in budgeting, planning and executing programs to a variety of NYC cultural institutions, including museums, The New York Philharmonic, The Metropolitan Opera, Jazz at Lincoln Center, and on and off-Broadway theater.
- Oversee Cultural Programming budget, providing updates as needed.
- Partner with the Dean of Students in planning and implementing outings related to SAB's Female Choreographic program.

Administrative

- Participate in departmental budgeting process. Monitor assigned budget lines, track monthly expenses and provide budget reports and updates as needed.
- Read, reply and contribute to all Student Life staff communication logs, following up on student and departmental concerns as needed.
- Generate and maintain staff professional staff backup schedule for all terms.
- Generate and provide reports as needed on SAB's academic matters as well as Cultural Program initiatives. Attend Student Life Committee and Board of Directors meetings periodically to discuss and share updates from these areas.

Qualifications

The Assistant Director of Student Life for Academic and Cultural Programs is a live-in position at SAB. The successful candidate for this position will demonstrate a complement of skills required in the departments of Residence Life, Student Activities, Academic Advising and Parent Relations. A Master's degree in Education, Counseling, Social Work or a related field is required as well as 4-6 years of experience in Residence Life, secondary education, and/or the performing arts/arts education. Dance experience is not required. A background check is required for this position.

Interested candidates should send a resume, cover letter and two professional references to studentlifejobs@sab.org . No phone calls or agencies, please.

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.