



Position Title: Staff Associate Senior, NWSA
Reports To: Dean of Dance
Department: New World School of the Arts (NWSA) - Dance Div. **Job Code:** 3602
Prepared By/Date: Donna French/08-23-2011 **Job Group:** PENC
Approved By/Date: Mary Lisa Burns/08-24-2011 **Salary Grade:** 13
Revised: **FLSA Status:** Exempt

Summary:

This position supports the entire department to accomplish administrative duties and responsibilities of the Dance Division.

Essential Duties and Responsibilities:

- Schedules college classes, upper and lower divisions
- Maintains college student advisement, registration and class roll administration
- Monitors college degree audit and graduation progress
- Updates faculty ASTRA assignments
- Monitors college and high school grade reporting and maintains high school progress reports, class rolls, registration and dual enrollment
- Manages application process, audition scheduling, audition process
- Assists with recruitment activities and coordination and execution of special events including performances, visiting guest artists, box office and production needs both on and off Campus
- Coordinates juries, conferences and other departmental artistic and academic activities
- Assists with administration of grants and special programs
- Processes payroll, work orders, agreement for services and other daily office functions
- Assists with the production of publicity and recruitment material
- Oversees Dance Library operations and maintains inventory and issuance of dance books and publications available to faculty and students
- Serves as liaison with the faculty, staff and students in day-to-day activities and in solving problems related to the department
- Serves on College-wide committees as needed
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Extensive knowledge and skill in Microsoft Office applications
- Knowledge in advisement and experience in negotiation, collaboration and customer service
- Excellent written and verbal communications skills
- Ability to organize, coordinate and facilitate multiple tasks in a creative and effective manner
- Ability to work flexible schedules including evenings and weekends
- Ability to work effectively in a multi-ethnic/multicultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision. Depth perception and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in an appropriate field from a regionally accredited institution and four (4) years of responsible related experience including some supervisory experience; or an Associate’s degree and eight (8) years of related experience with some supervisory experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name