

Monday, January 24, 2011

Joffrey Ballet School: F/T Registrar/Bursar

To apply, please a resume, a cover letter and salary requirements to evelinechang (at) joffreyballetschool.com.
Please, no phone calls about this job.

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Founded by Robert Joffrey and Gerald Arpino in 1953, the Joffrey Ballet School is an accredited institutional member of the National Association of Schools of Dance, training students in classical and contemporary dance from ages two to professional level. Located in the heart of Greenwich Village, the School is seeking an experienced Registrar/Bursar for full-time work immediately. The position is temporary to permanent and the compensation is based upon experience, skill sets and certifications.

Responsibilities:

- Manage the registration process as developed by the Managing Director
- Format and distribute paper and electronic registration materials to the public
- Answer the public's questions regarding registration and programming
- Monitor student attendance and report to staff and Program Directors as necessary
- Reporting tardy or truant students to the Managing Director and Program Directors
- Manage data entry of registration information and attendance into database
- Assist Financial Aid Administrator with distribution of financial aid information and collecting student submissions
- Arrange payment plans with parents/students
- Monitor/process payments, handle collections and report to staff and Program Directors as necessary
- Maintain master schedule on database and disseminate updates to staff, faculty and public as needed
- Manage Joffrey's information technology, including online registration for year-round and summer programs, database administration and development, training and troubleshooting staff on software, and website content and accuracy
- Liaise with database provider and website developer/host

Requirements:

- Minimum Bachelors Degree.
- Excellent customer service skills and ability to work in a fast-paced environment. The candidate will be required to speak with students/parents in person or on the phone while managing multiple accounts simultaneously.
- Strong time management and organizational skills.
- Ability to work in a group setting as well as individually on assigned tasks.
- Background in accounting or finance strongly preferred.
- Experience in the entire Microsoft Office Suite (advanced Excel), database interface, and spreadsheet creation. 60 wpm typing.
- Microsoft Office Certifications and website management experience are preferred but not necessary.

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