

Wednesday, August 5, 2015

Full Time International Program Coordinator and Advisor at Peridance Capezio Center

Company: Peridance Capezio Center
Location: New York, NY
Compensation: Paid Hourly

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Responsibilities:

This position encompasses a wide range of duties. Duties include primarily administrative work admitting students to the school, explaining governmental and school policies, processing visa applications in the SEVIS online portal, as well as orienting and attending to students' needs.

Requirements:

- Must be American Citizen or a Green Card holder
- Must have previous experience with and appreciation to dance
- Previous experience with SEVIS is a plus
- Speaking foreign languages is a plus
- Ability to work independently in a fast-paced, multi-tasking environment, be self-motivated with a professional demeanor
- Attention to details, be extremely organized and efficient
- Self-confident, able to speak in front of groups in orientations
- Ability to meet important deadlines
- Sensitivity to cultural contexts and needs of International students
- Excellent communication skills, both spoken and in writing, including with non-English speaking students
- Fluency with all Microsoft Office applications on Mac
- A sociable personality that allows you to work in close proximity to others, get along well with others, be willing to collaborate

Schedule:

This is a full-time paid position with a Monday-Friday weekly schedule.

Interested applicants, please send your resume and cover letter to yarden@peridance.com, attention Mr. Yarden Ronen with Subject Line: INTERNATIONAL.

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For more information:
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