

Wednesday, March 30, 2016

## Secondary Positions

Company: Uptown Dance Academy  
 Location: New York, NY  
 Compensation: Commensurate with Experience

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### SECONDARY POSITIONS

Office Aide - Compile, sort and verify the accuracy of data before it is entered. Maintain logs of activities and completes work. Read source documents and enter data specific data fields onto entry systems.

Maintenance - Cleans and inspects buildings equipment. Handle routine restocking of inventory. Collect and dispose all rubbish. Assist with moving equipment from storage to studio.

Teachers Aide/ Classroom Monitors - Keeps track of sign in sheets, takes attendance, helps teacher when required, Supervise class when teacher is not in.

Flyer Distribution- Pass information notices to school participants and non participants. Promote the school to the community.

Greeter- Serve as a hostess that greets customers; directs them, give tour of the school, and answers questions they may have

To apply:

Email cover letter and resume to [uptowndanceacademyuda@gmail.com](mailto:uptowndanceacademyuda@gmail.com)  
 or Uptown Dance Academy, 1425 Amsterdam Ave, Suite 5G, New York, NY10027

Uptown Dance Academy  
 167 E. 121st Street 1425 Amsterdam Avenue, #5G  
 New York, NY, 10035  
 212-987-5030  
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