

Friday, January 4, 2019

## Ballet Hispánico - School of Dance Administrative Associate

Company: Ballet Hispánico  
Location: New York, NY

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### Position Description

Ballet Hispánico, America's leading Latino dance organization, is seeking an Administrative Associate for its School of Dance (SoD). The SoD Administrative Associate is a full-time employee of Ballet Hispánico who will report to the Administrative Manager, and work closely with the administrative team to execute the School's day-to-day functions while providing high-caliber customer experience for its students and families.

### Duties and Responsibilities:

- Provide administrative support for School Leadership
- Meet and greet visitors at the school reception and respond to general inquiries, providing
- Provide detailed account reports to finance regarding all tuition received
- Support with distributing scholarship awards, tracking scholarships, and applying them to accounts
- Support in maintaining all automatic withdrawals for student's accounts.
- Customer service via phone, e-mail, and in person
- Ensure timely, accurate, responsive and quality communications between all constituents
- Assist in student registration
- Promote school programs
- Assist financial transactions, including handling tuition payments and merchandise sales
- Update school database (MindBody)
- Monitor student attendance
- Enforce school building and front desk protocols and procedures
- Execute open and close of day building protocol
- Oversee and execute projects that will continue to build and enhance the School of Dance team.
- Respond to school community needs
- Assist at front desk as needed
- Support organization and School of Dance community at events including recitals, enrichment trips, winter showcase, intro showcase, gala, etc. which may include evenings and weekends

### Essential Skills & Qualities:

- Strong writing and MS office computer skills
- Accounting experience or knowledge as a school bursar
- Knowledge in MindBody is a plus, but not required
- Bilingual: English and Spanish
- Organized, punctual, and self-motivated
- Excellent interpersonal demeanor and oral communication
- Desire to contribute to Ballet Hispánico mission and a personal commitment to growth and learning
- Sense of humor and reliable
- Enjoys working in a team like atmosphere

### To Apply:

A complete application consisting of the following:

- Cover letter required
- A resume including relevant school and work experience
- Send all materials via e-mail to Administrative Manager Jessica Lynch (jlynch@ballethispanico.org).

Subject heading: SOD Administrative Associate- YOUR NAME

*No phone calls please.*

Interviews: Once we have received your application, our office will be in touch to possibly schedule an interview.

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For more information:  
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