

Sunday, April 21, 2024

Intern for International School at Peridance Center

Company: Peridance Center

Location: New York, NY

Compensation: Unlimited Dance Classes at Peridance Center

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Peridance Center, located in the heart of New York City, is a leading dance institution known for its inclusive community and dedication to the arts. Our International School department is integral in supporting a diverse student body from around the globe, ensuring they have a rewarding educational and cultural experience.

Peridance Center is seeking a proactive and organized intern to join our International School department. The internship requires 15 hours per week of work for a 6 month time period. This internship offers the unique opportunity to work closely with the International School Advisor and Designated School Official (DSO) to maintain and manage student records, monitor attendance, and ensure that international students are successfully adhering to their designated programs of study.

Responsibilities:

Assist in maintaining accurate and up-to-date student records.

Monitor and record student attendance in compliance with program requirements.

Support the International School Advisor and DSO in ensuring students adhere to their educational pathways.

Assist with the preparation and organization of documentation required for maintaining student status and compliance.

Qualifications:

Excellent organizational skills and attention to detail.

Strong communication skills and the ability to work effectively with a diverse population.

Proficiency in Google Suite, Microsoft Office, and database management.

Ability to handle confidential information with discretion.

Interest in education administration and policy compliance within an international context.

Benefits:

Unlimited Dance Classes at Peridance Center

Gain hands-on experience in international education administration at a leading dance center.

Develop professional skills in a supportive and dynamic environment.

Network with professionals in the field of arts education and administration.

Receive academic credit if applicable.

Application Process:

Interested candidates should submit a resume and a brief cover letter outlining their interest in the position and any relevant experience to Nikki Holck, nikki@peridance.com. Please indicate your available start date and any specific academic requirements for internship credit.

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For more information:
Nikki Holck
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