

Wednesday, July 21, 2010

International Student Advisor/Educational Programs Manager

Please send resume, cover letter and salary requirements to Florence Baratay, School Director, via email at fbaratay@dnadance.org.

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Dance New Amsterdam, New York's leading downtown modern dance school and studio located at 280 Broadway (entrance on Chambers), seeks an Educational Programs Manager/International Student Advisor. Responsible for overseeing all aspects of the International Student Visa Program, including: Processing of applications & admission of students. Program development with School Director and Executive Director. Setting and enforcing program policies with School Director. Creation and maintenance of student files. This includes paper files, MindBody student records, and computerized SEVIS (Student and Exchange Visitor Information System) files. Compliance with government requirements concerning application procedures and student status reports. Mail, email, and telephone correspondence with prospective, current, and completed students. Assistance and support for prospective, current, and completed students. This includes housing assistance, monthly orientation meetings, individual meetings with each new student, schedule assistance, bank/insurance/tax letters, recommendation letters, etc. Collection, recording, and monitoring of application fees, tuition payments, health insurance fees, and other Visa Program fees. Maintenance and evaluation of student and program data. Maintenance of registration and monthly class cards in MindBody system. Scheduling of initial student evaluations. Assessment of student attendance. Assistance with student immigration applications for Extension, Change of Status, and Optional Practical Training. Coordination and management of the Scholarship Program with School Director. Production of Visa Voices student choreography showing. Outreach to international schools and agencies.

The International Student Advisor serves as:

Liaison between students, school, SEVIS, and USCIS (United States Citizenship and Immigration Services). Primary Designated School Official (PDSO) for SEVIS. Any changes to school's I-17 form, or the re-certification of the school, must be handled by the PDSO. The PDSO may not recruit foreign students.

Other Responsibilities:

Oversees the DNA Mentorship program in collaboration with the Education Department. Manages the Jim Garvey Scholarship, which includes promotion, application processing, organization of the selection committee, and follow-up/monitoring of scholarship recipients.

Other duties as may be assigned.

Skills required:

Computer literacy Strong communication skills Organization and strict attention to detail Patience Creative problem solving Ability to manage/discipline others

This position is 30 hours/week and is open immediately.

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