

Tuesday, July 10, 2012

Work Study Front Desk Representatives - Dance New Amsterdam (DNA)

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DNA is currently seeking Work Study Front Desk Representatives

Compensation: 1 free class per 2 hours worked

Hours: 2 shifts per week

Shifts: 8:30am-1:00pm, 1:00-5:30pm and 5:30-10:00pm

The Front Desk Representative is primarily responsible for excellent customer service while registering students for class. He or she is also responsible for counting class participants, among other small duties. He or she works in tandem with the front desk manager and serves as liaison between students, staff and faculty.

Front Desk Representatives work for a period of six months, at which point they will complete an evaluation process and receive feedback from the front office administrator and operations manager. Representatives will also have the opportunity to provide feedback about the program at this time, and choose whether to continue as a Front Desk Representative.

Work study classes that accumulate do not expire. Participants in the work study program are eligible to become Front Desk Substitutes and Front Desk Managers, although this is not guaranteed.

Requirements: Candidates must be extremely reliable, efficient, hard-working, dedicated, able to multitask and work well under pressure. Candidates MUST have some customer service experience. Administrative experience is encouraged, but not necessary. Full training is provided. The program is open to all students, regardless of their level of dance training.

Please email your administrative resume and a cover letter to WeDee Kao at wkao@dnadance.org. Qualified applicants will be contacted to complete an application and schedule an interview.

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