

Friday, October 15, 2021

ASSISTANT TO THE MA DANCE EDUCATION DIRECTOR Arnhold Graduate Dance Education (AGDEP) Program

Company: Hunter College - Arnhold Graduate Dance Education Program
Location: NY, NY
Compensation: Salary and benefits commensurate with experience.

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HUNTER COLLEGE

Assistant to the MA Dance Education Director

Arnhold Graduate Dance Education (AGDEP) Program

Reports to: Dance Education Program Director/Dance Department Chair

Minimum Qualifications

The ideal candidate will have a strong administrative background; experience with budget management; strong writing/editing skills; strong interpersonal and communication skills; experience with instructional technology and new technological resources relative to dance education. A minimum of three (3) years of administrative experience. Priority is given to candidates with direct experience in working in dance or the arts.

Preferred Qualifications:

Master's degree. Proficiency in grant and technical writing/editing; Supervisory experience or higher education administrative background.

Major Responsibilities include:

Communication (internal/external, social media, publicity, etc.)

Collaborate with the school media specialists, Hunter IT, and Frankfort Center for Learning & Scholarly Technologies, and support the Hunter iDanceEd Initiative.

Design of flyers, programs, and brochures for AGDEP events, media graphics, and materials for the program's workshops, masterclasses, and performances.

Perform daily posts and interactions with users throughout several social media platforms such as Instagram, Twitter, Facebook, Hunter Connect etc.

Administration

- a. Collaborate on the admissions process and acceptance/retention efforts, including facilitating student enrollment in AGDEP classes through CUNY First, and serve as the first contact for prospective students and follow up from recruitment through registration and graduation.
- b. Supervising work-study assistants and student volunteers.
- c. Facilitate day-to-day student/faculty digital correspondence and departmental announcements with all dance programs. Main point person for program-related questions, and disseminate accurate programmatic information among current students, alumni, and faculty.
- d. Track, collect, and organize reports for year-over-year program data (e.g., prospective students, scholarship awards, student areas of professional interest, demographic information, the current contact information of students, alumni, and faculty)
- e. Collaborate with student services and program processes as necessary, including but is not limited to: Student Activities Office, Office of Disability and Accessibility, Office of International Student Services, Admissions, the Registrar, and Financial Aid.

Budget/fiscal

Provide clerical and administrative functions as designated by the Dance Department Chair, AGDEP Director, and Administrative Coordinator of the Dance Department. Maintaining office services and efficiency, office records, schedules, communications, budget, and initiatives as set by the AGDEP Director, including processing invoices, maintaining and updating the AGDEP budget.

Oversees expense entering and tracking; ensures balanced budget at the fiscal end.

Submit monthly Institute and AGDEP YTD expense reports to Institutional Advancement

Assumes other duties as defined in consultation with the AGDEP Director and Dance Department Chair

If interested, please contact Ana Nery Fragoso, Acting Director of the Arnhold Graduate Dance Education Program at af4664@hunter.cuny.edu, and include a cover letter and your most recent resume.

Salary and benefits commensurate with experience.

Hunter College - Arnhold Graduate Dance Education Program
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<http://www.hunter.cuny.edu/arnhold-graduate-dance-education-program/welcome>

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