

## Job Advertisement

**Employer:** Pittsburgh Ballet Theatre School

**Position:** Live-In Residence Hall Residence Advisor (2-week Summer Program)

**Duration:** June 8-June 24, 2017

**Compensation:** \$1,000

**Position Type:** Temporary/Contract

**Date Open:** February 1, 2017

**Date Closed:** until position filled

### **NATURE OF WORK:**

The Pittsburgh Ballet Theatre School (PBT School) "Company Experience" Workshop is a two-week summer program for 40-60 ballet students age 16-22 from around the country and world who are housed in Chatham University dormitories. PBT School seeks a Live-In dormitory R.A. for the duration of this program, keeping hours as dictated by the students' campus schedule: approx.. 6:00 p.m-9:00 a.m., Mon-Fri, and all day Saturday June 17 and Sunday, June 18. Student injury or illness may necessitate additional hours not listed here.

### **REPRESENTATIVE DUTIES:**

Under Direction of Housing Director and Lead R.A., provide supervision of residents within dormitory. The R.A. is a vital link between residents in the hall and the PBT School Office as well as other departments around campus. R.A. responsibilities include: helping to develop a sense of community in the hall through social events and other activities; informing residents about events; enforcing PBT School, University, and residence hall policies; acting as counselors; and taking the lead in crisis situations.

### **Specific Job Skills and Expectations:**

1. To provide assistance, support, and leadership to individual students and student groups in the residence halls;
2. To foster interpersonal skills, appreciation of individual differences, and responsibility within the community environment among resident students;
3. To clearly communicate and consistently enforce policies within the residence halls;
4. To ensure residence halls are appealing and safe places to live.
5. R.A.s are expected to be visible and available to their residents on a consistent basis during the hours stated above.
6. The R.A. Staff is responsible for sharing in nightly duty coverage of the building on a rotating schedule. The R.A. on duty is required to remain in the residence hall. It may be determined that is it best served to designate the specific location within the residence hall where the R.A. must be while performing duty responsibilities.
7. R.A.s accept full responsibility for any and all keys to which they have access. The loss of any key may result in a charge for re-keying affected doors and/or termination from the R.A. position. Master keys may only be used for official purposes, which are directly related to job responsibilities as instructed by professional staff.
8. R.A. must know, support, implement and abide by PBT and University policies and regulations.
9. R.A. must limit weekend evenings away (preferably one per program) and must consult with the Housing Director before planning evenings away.
10. R.A. must accept the building and room assignment given by the PBT School Office and acknowledge the right of the PBT School Office or University Residence Life Department to make any changes in assignment as necessary.
11. R.A. will comply with the guidelines established by PBT School Office, this position description and the University policies.

12. R.A.s report directly to the Housing Director but also maintains a close working relationship with the University Residence Life Department and PBT School Office.

### **Administrative Responsibilities**

1. Abide by and consistently enforce all PBT, University, Residence Life policies, and state laws.
2. Assist the custodial staff in keeping hall facilities functional for the use of all residents.
3. Investigate and report room, hall, and public area damage.
4. Assist with reports as required.
5. Assist in performing administrative duties. These include completing room rosters, distribution of information, and assisting with resident check-in and check-out each day. This will involve remaining in the building until closing
6. Make referrals to PBT School Operations Director in disciplinary matters.
7. Attend and actively participate in all meetings.
8. Be thoroughly familiar with all emergency procedures.
9. Perform other administrative duties and expectations as directed by PBT School Operations Director

### **REMUNERATION**

1. Will receive a \$1,000 stipend for the duration of the two-week program.
2. Will receive a private room at no cost to RA
3. Meals included: Breakfast, lunch, and dinner, Mon-Sat; Saturdays & Sundays, brunch only.

### **Physical Requirements:**

Physical requirements include lifting of boxes and materials (20 lb limit), writing, typing, talking on the phone, walking, standing and sitting.

Other Equipment Operation Requirements:

Operation requirements include the ability to drive an automobile, work on a computer, and operate and speak on a telephone.

### **TO APPLY:**

Candidates must submit a **résumé and cover letter**, indicating qualifications for the position to: Pittsburgh Ballet Theatre School, ATTN: Summer RA Search, 2900 Liberty Avenue, Pittsburgh, PA 15201 FAX, 412-281-9901 or email [PBTSchool@pittsburghballet.org](mailto:PBTSchool@pittsburghballet.org)  
Telephone: 412-454-9131 for any questions.

**Preference will be given to qualified candidates over the age of 21 who are available for both the two-week “Company Experience” Workshop and the five-week Intensive Summer Program. Experience working with adolescents in a residential or camp setting is preferred.**

### **NOTICES:**

*The Pittsburgh Ballet Theatre is an Equal Opportunity Employer and assures equal employment regardless of race, creed, color, ethnicity, national origin, sex, age, marital status, or presence of any sensory, mental or physical disability.*

*Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.*

*The Pittsburgh Ballet Theatre has a no smoking policy in all program-related facilities.*