

## Job Advertisement

**Employer:** Pittsburgh Ballet Theatre School  
**Position:** Live-in Student Resident Advisor  
**Duration:** August 2018 – August 2019 (*negotiable*)  
**Compensation:** \$15,000 annually, plus housing, meals, utilities  
**Position Type:** Temporary/Contract  
**Date Open:** immediately  
**Date Closed:** until filled

### **Basic Function:**

Live-In Resident Advisor assists in the management of Pittsburgh Ballet Theatre School's student residence (up to 21 residents, ages 14-18). This position works closely with the House Director to create and maintain a safe, supportive and nurturing community living environment. The Resident Advisor is required to take residency at the Byham House for the duration of employment.

### **Reports To:**

House Director; School Director of Operations

### **Hours (subject to change):**

Monday- 7:00am-9:30am, 5:30pm-10:30pm  
Tuesday- 9:30am-2:30pm  
Wednesday- 7:00am-9:30am, 5:30pm-10:30pm  
Thursday, 9:30am-2:30pm  
Friday-7:00am-9:30am, 5:30pm-10:30pm  
Saturday/Sunday- on call every other weekend

This position offers flexibility to obtain additional part-time employment or enrollment in academic study.

### **Student Management (includes but not limited to):**

- Assist in the planning and execution of orientation for new/returning students
- Develop a positive and professional rapport with residents
- Providing supportive and active listening as needed
- Assist residents in the development of independent living skills
- Communicate and enforce Byham House policies and procedures as outlined in the Resident Handbook
- Report policy or procedure violations to the House Director for disciplinary action
- Maintain an open door policy when on duty
- Monitor the chore schedule for students including
- Plan and facilitate activities and educational programming for residents
- Review medical and doctor appointment procedures with students and alert House Director of any relevant information. Be available to take a student to the emergency room and immediately notify parents and House Director
- Alert House Director of any eating disorders, signs of depression or unusual behavior

### **Community Engagement:**

- Assist residents in completing the Community Engagement Program requirement
- Help students to research and connect with Community Engagement opportunities
- Coordinate monthly group opportunities
- Keep records of hours and progress
- Provide transportation to and from sites as needed
- Complete periodic meetings with residents to discuss successes etc.

### **Facilities and Safety Management (Assists House Director as needed or requested):**

Oversee all equipment, furniture, support services, cleaning, and mail for the dorm

#### *Equipment*

- Instruct students in the use of all appliances and report problems to House Director

- Complete weekly Room Inspections with emphasis on cleanliness

#### *Furniture*

- Keep House Director apprised of furniture condition as necessary
- Ensure furniture is being used correctly

#### *Administrative*

- Complete shift paperwork and documentation as instructed by the House Director
- Assist House Director in completing individual Wellness Reports
- Assist with planning and execution of education/wellness programs
- Complete 1 bulletin board a month
- Meet and debrief with the House Director frequently regarding all operations
- Coordinate with Weekend Support Staff regarding student concerns and weekend activities
- Meet with House Director to plan dorm activities and outings
- Other duties as instructed by the House Director

#### **Requirements:**

Candidates must have excellent interpersonal and communication skills, including previous work with youth or in a residential setting, the ability to mediate disputes and the ability to be organized amid a fast-paced work environment. Candidates must be comfortable with confirmation, possess good problem solving skills and understand the importance in building and maintaining healthy/professional boundaries with residents. Some course work in psychology or student affairs preferred. PBT also would consider a candidate with demonstrated life experience in these areas.

Candidates will need a valid driver's license and preference will be given to candidates with a clean insurance record. Finalists will be subject to a background investigation and drug test. Any offer of employment is contingent upon a review of those results. When applying, the candidate will be asked to complete the paperwork for a Pennsylvania Child Abuse clearance. The successful candidate must physically be able to perform light house cleaning, snow removal and a physical inspection of all four floors.

#### **Physical Requirements:**

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

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

#### **Compensation:**

Compensation includes free housing and all meals, all utilities paid (valued at \$12,000), plus annual stipend of \$15,000, paid bi-weekly. The Resident Advisor will have time off while the students are not staying at the house. Time Off will be scheduled during school breaks that typically fall at the conclusion of the *Nutcracker* run and during Spring Break. Time Off outside the above dates should be coordinated with and approved by the House Director.

This position offers flexibility to enable the RA to secure additional part-time employment or be enrolled in academic courses while employed with PBT.

*This job description does not create a contract or guarantee regarding any term or condition of employment, including job duties. The PBT reserves the right to change, modify, amend or enhance the job duties of any employee in response to operational, fiscal and/or departmental demands.*

To apply, send cover letter and resume to [thayes@pittsburghballet.org](mailto:thayes@pittsburghballet.org).