

Notre Dame College

Cheer & Dance Graduate Assistant

Position Description

Position Title: Cheer & Dance Graduate Assistant
Department: Performing Arts
Supervisors: Head Cheer Coach, Dance Artist-in-Residence
Position Duration: Part-Time (10 months)
Compensation: Monthly stipend, meal plan, and housing provided.

FUNCTION:

Reporting to the Head Cheer Coach and Dance Artist-in-Residence, the Cheer & Dance Graduate Assistant will provide assistance in the daily logistics for successful operations of the cheerleading and dance programs, **with an emphasis on cheer coaching.**

DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Assist and facilitate cheer & dance clinics and auditions.
- Assist and facilitate cheer camp (Cheer camps is Aug 14-21, 2019).
- Provide weekly instruction and administration at dance practices (TTH 4:30-6:00p).
- Provide weekly instruction and administration at cheer practices. (TTH 6:00-8:00p).
- Recruit new cheer and dance students with the Office of Admissions.
- Direct game-day, performance, and campus activities.
- Attend all games, competitions, performances, and practices.
- Manage cheer practices, dance rehearsals and workout program.
- Monitor academic progress and coordinate academic plans.
- Oversee fundraising activities.
- Assist in uniform records, ordering, organization, and program equipment.
- Maintain office hours to support students on campus.
- Utilize social media to promote the Spirit Program and Notre Dame College.
- Other duties as assigned.

DEMONSTRATED KNOWLEDGE, SKILLS, AND ABILITIES INCLUDE:

- Ability to choreograph and rehearse cheer practice.
- Strong supervision, training, and team building skills.
- Ability to manage multiple schedules, duties and tasks.
- Personnel management skills.
- Ability to effectively work with all College constituents including students, faculty, staff.
- Experience in working with diverse student populations.
- Interpersonal, oral, and written communication skills relating to instruction, supervision, and recruitment.
- Problem-solving skills.

QUALIFICATIONS:

AACCA certification required at the time of employment.
Enrolled in a degree granting program at Notre Dame College.
Coaching and/or performing experience is strongly preferred.

PHYSICAL ENVIRONMENT:

Office duties conducted within a professional office setting with the need to access campus buildings with stairs and complete campus errands. Regular computer keyboard use. Some light to medium lifting (10-40 lbs.) may be required. Some travel is required with this position.

Please submit resume and cover letter to careers@ndc.edu