Assistant Director, Office of Recruitment and Admissions
Eastern Region - New York Campus

Working as a core member of the Office of Recruitment and Admissions (ORA) staff, the Assistant Director of Recruitment and Admissions will help create, develop, and implement innovative programs to attract prospective applicants, increase positive publicity for the College-Institute and engage alumni in our recruitment efforts. This position will be based on our New York campus and will include regular travel within New York, to recruitment-rich communities in the Northeast, and to appropriate professional conferences. The responsibilities of this position include but are not limited to the following:

RESPONSIBILITIES

Prospective Student Engagement and Recruitment: The recruitment timeline is continuous and requires a personal touch at nearly every step. The Asst. Director will communicate regularly with individuals who are interested in, have questions about or are beginning an application to the College-Institute.

- When traveling, the Asst. Director will make contact with current prospects already in touch with the College-Institute to learn their goals for graduate study and share the ways in which HUC-JIR may help them meet those goals.
- The Asst. Director will explain the admissions process, answer questions, and provide prospective and current applicants with the necessary counsel to “shepherd” them through the admissions process.

Admissions: The Assistant Director, working closely with program directors and according to the standards of the ORA, will direct all communications and campus arrangements, as well as invite, prepare, and lead the interview process for the entire cantorial program, and the rabbinic and Masters in Educational Leadership applicants on the New York campus. These duties also include:

- Preliminary interviews with prospective students to determine if they are ready to apply to a program at HUC-JIR.
- Coaching applicants through the admissions process, from application through the interview.
- Make arrangements for candidates psychological interview and Hebrew Capacity Exam, as well as any other additional tests or diagnostics related to admissions.
- Support admitted applicants through enrollment and new student orientation.

Local Community Engagement: Throughout the year, the Assistant Director will participate in and create a variety of recruitment programs and networking events for prospective recruits, alumni and friends of the College-Institute in recruitment-rich environments in order to build alliances and establish the value of HUC-JIR with partner organizations and local leadership. The Assistant Director will:

- Bring unique programming to, and whenever possible in partnership with, local and regional college campuses, Moishe Houses, social justice-based programs, gap year programs, high school and college leadership programs, JCCs, Jewish Federations, Jewish summer camps and other Jewish agencies in consultation with ORA team.
- Report on all programming, travel and individual meetings regularly to the ORA using standard reporting procedures.

Marketing and Communication: Part of the work of recruitment is to make visible the work of the leadership of the College-Institute and the ORA team. Whenever possible, this means to:
Promote your work and the work of our team on social media.
Share and participate in our social media campaigns.

SUPERVISION & TEAM PARTICIPATION
The Asst. Director will be supervised by the Senior Director of the National Office of Recruitment and Admissions. Supervision meetings should be scheduled on a bi-weekly and as needed basis by the Asst. Director. The Asst. Director will also participate in recurring bi-weekly meetings by video, one with the entire ORA team and a second with the other Asst. Directors.

The Assistant Director will help train, supervise and mentor ORA's year-round team of student interns on the New York campus and during the summer for recruitment work on and off campus.

Job Requirements: Masters degree or similar advanced professional degree; 3-5 years work in Jewish professional leadership positions; rabbinic or cantorial ordination preferred; must be a kind, honest and friendly person willing to be a part of a dynamic, remote professional team; Candidate must be a self-starter, organized and able to take on every level of development for programmatic initiatives; willing to travel for work-related matters up to seven days and nights per month (on average) and to work remotely.

Hebrew Union College-Jewish Institute of Religion is an Equal Opportunity Employer (EOE) and complies with all applicable laws and regulations regarding equal employment opportunities. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, gender, gender identity and expression, national origin, sexual orientation, disability, or veteran status.