Assistant Dean

Jack H. Skirball Campus of the Hebrew Union College-Jewish Institute of Religion (HUC-JIR), Los Angeles

Description

The assistant dean (AD) is a member of the campus leadership team. The AD plays a key role in developing campus culture and programming in addition to educational administrative responsibilities.

In shaping student life, the AD will need to partner effectively with the many stakeholders on the Los Angeles campus of the College-Institute including students, faculty, and administrators. While the AD position frequently provides student advising, it also holds educational administrative responsibilities that include campus-wide programs, maintaining the campus calendar, and developing InterSem, daily tefillah, Graduation and Ordination exercises. The AD will work with the Director of Student Services, Office of the Provost, to implement accommodations mandated by the ADA.

The position reports directly to the dean of the campus and works in partnership with the school administrators to ensure the Jack H. Skirball Campus’ successful pursuit of its mission, in the spirit of collegiality and common purpose.

Primary responsibilities

- Participates in the Executive Committee on Academic and Student Affairs (ECASA), the primary executive body of the campus
  - Bringing agenda items from students and staff
  - Executing or delegating the resolutions of ECASA, together with the dean
- Participates in the Executive Committee on Operations (ECO)
- Develops and implements the calendar:
  - Presents academic calendar to directors annually
  - Shapes goals of non-academic program calendar, negotiating with academic directors and deans for finite slots during the year
  - Co-conceptualizes, plans, budgets, executes all campus-wide programming
- Manages Worship budget and collaborates with the Rabbi of the synagogue for tefillah programming
- Works with student leadership, as bridge to administration
- Maintains non-academic office hours for student access: check-ins, referrals for all health issues, non-academic advisement
- Maintains communication and collaborates with the Director of Student Services on ADA concerns and the Director of Human Resources on all Title IX matters
- Budgets, manages and executes graduation and ordination exercises

Qualifications

The Skirball Campus seeks an experienced academic, educational, rabbinic, or communal professional, with roughly seven years and an advanced degree in the relevant field. The successful candidate must demonstrate a track record of organizational leadership and superior interpersonal relations. Much of the work listed as responsibilities in fact depends on setting a tone of communicativeness and trust.

Benefits
This full-time position comes with the excellent benefits as afforded to all employees of HUC-JIR, including one-month vacation annually, Jewish and major secular holidays off, pension contribution and a choice between a PPO or HSA health-care plan, among other benefits.

**Application**

Application should include a CV and cover letter, either as a Word document or PDF, describing your interest in the position. Submit via email to: Marvette Johnson, National Director of Human Resources, mjohnson@huc.edu.

Deadline for Applications May 20th, review to begin directly thereafter. Please direct any questions to Joshua Holo at jholo@huc.edu.