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

About Hebrew Union College-Jewish Institute of Religion

HUC-JIR is the center of innovation for Jewish life and learning – preparing rabbis, cantors, leaders in Jewish education, Jewish nonprofit professionals, pastoral counselors, and scholars to apply their knowledge, commitment, vision, and expertise to strengthen and transform the Jewish community and larger world. We are the premier Jewish seminary in North America and the academic, spiritual, and professional leadership development center of Reform Judaism. Our students and alumni are leading a Jewish renaissance in North America, Israel, and around the globe as leaders in synagogues, schools, Hillels, hospitals, camps, the military, and Jewish organizations worldwide.

About the Position

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 on our recruitment efforts. This is a part-time, remote position, stationed strategically in recruitment-roch market, includes, but is not limited to the following:

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 committee for the entire cantorial program, and 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.

Local Community Engagement

Throughout the year, the Asst. 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 programs. The Asst. Director will:

• Bring unique programming to, and whenever possible in partnership with, local and regional college campuses, Moishe Houses, social justice-based programs (e.g. Repair the World, Avodah), JCCs, Jewish Federations, Jewish summer camps and other Jewish agencies in consultation with ORA.
• Report on all programming, travel and individual meetings regularly.

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.

Job Requirements

• Master’s degree or similar advanced professional degree.
• 2 years admission experience including recruitment planning and enrollment funnel management. Graduate-level admission experience preferable.
• 3-5 years of work in Jewish professional leadership positions; rabbinic or cantorial ordination preferred.
• Knowledge of graduate admission cycle, processes and procedures and proven track record of successfully driving an admissions enrollment cycle.
• Ability to work flexible hours, travel to recruitment events and adjust work schedule according to admission cycle and needs of programs.
• Excellent interpersonal, customer service, written, oral and presentation skills.
• Ability to think strategically and execute tactically.
• 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.

Organizational Relationships

The Asst. Director will be supervised by the Senior Director of the Office of Recruitment and Admissions. 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.
Application Procedure

For immediate consideration, interested candidates should forward their resume and cover letter as a single PDF attachment to: HR@huc.edu with Assistant Director of Admissions in the subject line.

Candidates selected for employment are subject to background check.

*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.*