Administrative Associate
Dean of Students, Director of the Rabbinical Program, and the
Director of the Debbie Friedman School of Sacred Music,
Hebrew Union College-Jewish Institute of Religion
New York Campus

The Administrative Associate will be responsible for providing administrative support for the Dean of Students, the Director of the Rabbinical Program and the Director of the Debbie Friedman School of Sacred Music (DFSSM) of the Hebrew Union College-Jewish Institute of Religion (HUC-JIR). This is a full-time position based in New York City.

S/he will serve as the primary point person for these departments, coordinating information flow and communication, and performing a wide variety of administrative duties to ensure the smooth operation of these departments.

**Essential Duties and Key Responsibilities**

*Essential duties and key responsibilities include but are not limited to the following:*

- Working with the Dean of Students, the Director of the Rabbinical School, and the Director of the Debbie Friedman School of Sacred Music, coordinate appointments, meetings and events and manage all follow-up arrangements, including, but not limited to, making travel arrangements and preparing itineraries and related materials, and coordinating the physical set-up of actual meetings.

- Serve as the primary liaison for internal constituencies (students, faculty, staff and board members). The Administrative Associate will often be the initial and ongoing contact for individuals seeking information and assistance from the programs—in person, on the phone, via email or videoconference, etc. and will set a warm and welcoming tone for the Schools.

- Monitor financial aspects of the programs, including preparing and submitting expense reports and similar forms/documents related to departmental expenditures, keeping track of departmental expenditures (including monthlies and year-to-dates), assisting with the
preparation of the fiscal year budgets, and maintaining clear communication with the Business Office.

- Prepare letters of hire for adjunct faculty and perform all related tasks for processing their payment through Paycom.

- Draft, edit and revise professional correspondence and other documents, including emails, for review and approval by the Directors, with promptness and consistently proper formatting, grammar, punctuation and accuracy.

- Handle information with the highest degree of confidentiality and professionalism; for example, information related to salaries, student records, student issues, faculty matters, donor records (and other information, as well) should only be shared under supervision in appropriate contexts.

- Maintain all departmental files, including spreadsheets, correspondence, historical records, and other official documents of the College-Institute; create new files and data bases as the Directors deem necessary.

- Work with the Directors to plan and distribute the class schedules each semester, in coordination with the registrar, and preparing related materials.

- In collaboration with the National Office of Recruitment and Admissions (NORA), coordinate all logistics applicable to admissions interviews and DFSSM auditions, including schedules, room reservations, examinations, correspondence with NORA, and other pertinent details as requested.

- Develop, coordinate and submit all orders and arrangements for meals and other catering associated with meetings, activities and functions of the different programs.

- Collaborate on arrangements for HUC-JIR special events, including Ordination and Graduation Ceremonies.

- Work collaboratively with other College-Institute colleagues across our four campuses and perform special projects or other duties as assigned.

- Perform additional administrative and clerical duties as needed.

Additional Responsibilities specific to:
Debbie Friedman School of Sacred Music (DFSSM)

- Manage task list and email correspondence for the DFSSM and the DFSSM Director.
- Provide administrative support to manage the Sacred Music Press Bookstore, including both digital and physical inventory.
- Create template to manage and track adjunct coaching roster and schedule.

Dean of Students

- Serve as primary contact to publicize as well as monitor NY Campus events.
- Create and update weekly announcements of community activities to be posted both on campus and on the Microsoft Sharepoint site.
- Maintain the Microsoft Sharepoint calendar of campus activities.
- Maintain student roster, update annually and coordinate changes with network administrator.
- Provide administrative support for the annual opening retreat (*Kallah*), including reserving the bus and site, ordering materials, managing all payments.
- Make all arrangements for orientation programs and communication with incoming students.
- Provide support in preparation of the annual Ordination Booklet, including collection of biographical information from students.

Director of the Rabbinical Program:

- Provide support for senior rabbinical placement, including scheduling interviews, assigning locations, ordering meals, communicating with congregations and students, coordinating with the CCAR Placement office.
- Communicate with students and faculty advisors regarding sermon schedule; follow up with students regarding proper completion of preparatory steps in accordance with sermon schedule.

**Required Skills and Experience**

The Administrative Associate will be:

- A “People Person” – Someone who enjoys working with, speaking with and helping others, demonstrates a professional and warm demeanor, with top-notch oral and written skills.
● Comfortable working both as part of a team and independently able to interact positively with colleagues at all levels of the organization, and with external constituents to provide information with clarity, diplomacy and tact.

● Highly organized, able to juggle multiple projects at once and to complete projects on a timely basis; comfortable with a broad array of input and able to prioritize among competing requests while maintaining poise, tact and a customer service orientation.

● Able to recognize, respect and safeguard matters of a confidential nature, including student information protected under FERPA.

MINIMUM QUALIFICATIONS

Education and Experience
Graduation from an accredited college with a Bachelor of Arts or Science degree and at least two years’ experience in a similar level position.

The Administrative Associate will have:

● Strong computer skills and proficiency with software such as Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Sharepoint), Google Documents, Paycom, Canva, as well as the ability and desire to learn/use additional software packages as necessary;

● Ability to proofread and revise documents as needed;

● Ability to handle confidential/sensitive information with discretion;

● A responsive and collaborative mindset;

● Ability to take initiative and think creatively to solve problems;

● Ability to work independently and see projects through to completion, including follow up with various parties to track down necessary materials.

SUPERVISION RECEIVED

Works under general supervision of the Dean of Students, the Director of the Rabbinical School, and the Director of the Debbie Friedman School of Sacred Music.
SUPERVISION EXERCISED

None

WORKING CONDITIONS OF EMPLOYMENT

Work may on occasion require more than 35 hours per week to perform the essential duties of the position; normal office environment.

Candidates selected for employment are subject to background check.