Assistant Director
National Office of Recruitment and Admissions
Based on the New York Campus

The Hebrew Union College - Jewish Institute of Religion (HUC-JIR) announces the search for an Assistant Director of Recruitment and Admissions to be based on its campus in New York. The successful candidate will be whole-heartedly committed to the Reform movement and liberal Jewish values, a charismatic and effective spokesperson for the College - Institute and its mission, and an energetic leader ready and able to help recruit the future student body of HUC-JIR and the next generation of Jewish professional leadership for North American Jewry and beyond.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

RECRUITMENT

- Identify, inspire and recruit the best possible applicants to all programs of HUC-JIR through personal and sustained engagement with potential students in a wide variety of venues, including college campus visits, conferences, and summer camps.

- Work in close partnership with the National Director of Recruitment and Admissions, the entire National Office of Recruitment and Admissions (NORA) team, the Dean of the New York Campus, HUC-JIR staff, faculty and students to strategize ways to increase the quality and size of the applicant pool for all HUC-JIR programs.

- Create, develop and lead on-campus recruitment programs and initiatives. Oversee Open Houses on the New York Campus, including managing event publicity and logistics, as well as HUC-JIR student and staff/faculty involvement.

- Travel to and present at select college campuses/Hillels, Jewish conferences and Jewish experiential programs on the East Coast, and possibly nationally, in coordination with the National Director of Recruitment & Admissions and in fulfillment of the NORA Strategic Plan.

- Work collaboratively on the New York Campus, and throughout the College-Institute, to augment shared endeavors and interests of the Office of Institutional Advancement, the New York Dean’s Office and NORA.

- Engage actively and contribute content and inspiration wherever there are opportunities to meet prospective students.

- In coordination with the National Director of Recruitment and Admissions, build alliances and establish a rapport with partner organizations, leadership and programs locally and regionally to support the work of the Department for short term and long term prospecting.
- Create, launch and leverage content for social media that will attract, engage and recruit viable candidates.

- Serve as a staff member for select Alumni - Recruitment Working Groups and/or projects.

**ADMISSIONS**

- Conduct preparatory and follow up interviews with prospective applicants, and provide a customer-friendly 'high-touch' tailored approach/service for applicants.

- Facilitate and potentially participate in the admissions interview process for applicants interviewing on the New York campus.

**ADMINISTRATIVE**

- Regular bi-weekly reports of recruitment work.

- Regular use of and input into the EMPOWER Student Information System (SIS) with the expectation that recruitment and admissions related data will be consistently entered and maintained, and that reports will be generated for review by the NORA team.

- Submit expense reports and back-up materials on a timely basis and in accordance with HUC-JIR policy.

- Supervise Student Ambassador(s) on programmatic, strategic and logistical content.

**TO APPLY:**

Please forward a **COVER LETTER AND RESUME** via e-mail to:

**Joni Askin**
Hebrew Union College - Jewish Institute of Religion
National Office of Human Resources
3101 Clifton Avenue
Cincinnati, OH 45220
**E-Mail:** jaskin@huc.edu

Review of resumes and accompanying materials will begin immediately.