Executive Assistant
Dean's Office / Blaustein Center for Pastoral Counseling
Hebrew Union College - Jewish Institute of Religion
New York

Hebrew Union College-Jewish Institute of Religion (HUC-JIR) is the intellectual, academic, spiritual, and professional leadership development center of Reform Judaism. Founded in Cincinnati in 1875, it is the first Jewish institution of higher learning in North America. Today its four campuses in Cincinnati, Jerusalem, Los Angeles and New York educate men and women to serve the Reform movement and the broader Jewish community in North America, Israel, and around the world. Degree and certificate programs prepare students for careers as rabbis, cantors, educators, nonprofit management executives, and scholars in both seminaries and secular institutions of higher learning.

JOB SUMMARY

HUC-JIR is seeking an Executive Assistant who will bring talent and energy in providing logistical and administrative support for the Dean of the New York Campus and for the Director of The Blaustein Center for Pastoral Counseling. The time allocation is approximately 75% for the Dean and 25% for the Director of The Blaustein Center (though the apportionment may vary over time). The Assistant is expected to communicate effectively with a high degree of professionalism and provide information with clarity, diplomacy, and tact. (S)he is the departmental resource to constituents, both internal and external, often dealing with highly confidential and sensitive materials. This position includes direct work with HUC-JIR students, faculty and staff, as well as rabbis, congregational and organizational leadership and others connected with the College-Institute’s fieldwork program.

ESSENTIAL DUTIES AND SPECIFIC TASKS

Essential duties and specific tasks include, but are not limited to:

- Assist in activities as identified and necessary to advance and support the work of the Dean. These duties may change based on various programs or events taking place over the course of the year;

- Provide general administrative support, including answering telephones, reviewing mail, and maintaining electronic and paper files;

- Communicate regularly with high-level contacts both inside and outside of the College – Institute, including members of the College-Institute’s Board of Overseers;

- Draft correspondence and generate reports. Attend all Faculty, Academic Affairs, and Board of Overseer meetings; takes minutes at such meetings, as well as during conference calls of these groups, and transcribes into summarized minutes for distribution to a variety of internal and external constituencies. Plans and organizes distribution of interoffice/intercampus correspondence;

- Schedule and organize meetings, department related events and prepares all associated materials, including correspondence, reports, proposals and information packets;

- Arranges travel for the Dean as necessary;
Coordinate special projects, including:

- Scholar and Alumni-in-Residence;
- Symposia;
- Scholarship Reception (which will include producing the Scholarship Award Booklet and working with students to prepare their biography);
- Scholarship Award letters;
- Evaluations (tabulate once per semester and coordinate distribution);
- Oversee the Dean’s Office budget (track departmental expenses, prepare and submit reimbursement reports, and assist in annual departmental budget planning).

Support for the Spirituality Initiative

- Provide primary administrative support for The Blaustein Center’s fieldwork program, including the annual student fieldwork placement process and mentoring program;
  - Work closely with the IT department to develop and maintain procedures for administrating the supervised fieldwork program;
  - Coordinate student fieldwork payment system for rabbinical students, working with fieldwork placements and HUC-JIR’s National Office of Human Resources;
  - Support special projects of the Blaustein Center, including the CPE program and Certificate Program.
- Maintain program calendar; schedule appointments, meetings and events; manage all follow-up arrangements. Answers the phone and responds to reference inquiries. Coordinate and make travel arrangements including the preparation of itineraries and other travel related materials as requested.
- Liaison for all internal constituencies and outside department-related contacts;
- Compose routine correspondence, as necessary, independently as well as with supervisor approval. Provide editorial support by checking documents for proper format and grammar. Proofread documents for accuracy and correctness.
- Responsible for ensuring that Personnel Action Forms for adjunct faculty and student stipends are submitted, in a timely manner, to the National Office of Human Resources for payroll processing.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

Must possess strong communication skills; be able to work independently; manage multiple projects; determine priorities in a fast-paced environment; compile and analyze data with minimal direction; and complete projects with time deadlines. Requires the ability to recognize, respect, and safeguard matters of a confidential and sensitive nature.

Requires strong computer skills with extensive knowledge of Microsoft Office (including Word, Excel, Outlook, and Power Point) as well as database software.

MINIMUM QUALIFICATIONS

Bachelor’s degree from an accredited institution of higher education and/or equivalent combination of education with five years’ experience in a similar level position. Previous work experience in an academic setting preferred.
APPLICATION INSTRUCTIONS

Interested candidates should submit a cover letter and resume, including salary requirements, to:

Joni Askin  
National Office of Human Resources  
Hebrew Union College - Jewish Institute of Religion  
National Office of Human Resources  
3101 Clifton Avenue  
Cincinnati, OH 45220

E-Mail: jaskin@huc.edu

NO PHONE INQUIRIES PLEASE

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