

	HEBREW UNION COLLEGE –JEWISH INSTITUTE OF RELIGION JOB DESCRIPTION
POSITION TITLE:	ADMINISTRATIVE ASSISTANT
JOB FAMILY:	
DEPARTMENT:	Jim Joseph Foundation Education Initiative
LOCATION:	NY
HIRING MANAGER:	Dr. Rob Weinberg Rabbi Melissa Zalkin Stollman
STATUS:	FULL-TIME
JOB LEVEL/FLSA:	
APPROVED BY:	
EFFECTIVE DATE:	

JOB SUMMARY

This position provides primary administrative support for the programs and professional staff of the Jim Joseph Foundation-Education Initiative (JJF-EI) at HUC-JIR, performing standard clerical duties, event support, and database entry and retrieval that require prior experience and working knowledge of office policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include but are not limited to:

- Maintains the various program calendars; schedules appointments and meetings including ordering food and managing all follow-up arrangements. Answers the phone and directs program inquiries to the proper resource.
- Coordinates and makes travel arrangements including investigating travel options, preparing itineraries and other travel related materials as requested.
- Coordinates events and planning of programs; onsite events, meetings, seminars, intensives or institutes held in NYC; handles set-up and logistical assistance and support, including working with other HUC-JIR staff members to book rooms, order food, prepare materials and prepare lists for security.
- Prepares pre-approvals and expense reports. Works with the Business Office to track these and make sure that they are completed and/or paid.
- Liaison for all internal departments and outside department related contacts.
- Assists faculty of EMA, Certificate and Induction and Retention programs re: class material preparation (scanning, copying, posting on HUC-JIR Sakai site, coordinating with University Readers and eLearning Department staff).
- Composes routine correspondence as needed with supervisor approval.
- Provides document support including revising existing documents for proper format and grammar. Proofreads documents for accuracy and correctness.
- Researches, collects, and compiles data; prepares special reports - independently formats the final report. Sets up and maintains small databases.
- Performs special projects and other related duties as assigned.
- Enters and updates project plan information and expense information in Clarizen project management system.
- Enters and updates prospective applicant information into the Student Information System.

KNOWLEDGE, SKILLS AND ABILITIES

Excellent verbal and written communication skills with special attention to detail and accuracy

Experience in performing administrative duties in a professional services setting; including preparation of high quality documents with accuracy of content and effective visual layout

Type standard business correspondence

Expert knowledge of Microsoft Word, Excel and Outlook. Knowledge of Microsoft Access a plus.

Able to quickly learn database management system (SIS), project management system (Clarizen), and comfortably navigate the Internet for research purposes.

Travel and event planning experience

Demonstrated ability to work well with—and provide administrative support to—multiple parties with diverse and varying needs in multiple locations.

Ability to recognize and respect matters of a confidential nature

Ability to multitask, maintain poise and courtesy under pressure, and work independently

Knowledge of Hebrew and Jewish liturgy a plus.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from an accredited college with the minimum of an Associates degree or combination education and at least three years experience in a similar level position.

SUPERVISION RECEIVED

Works under the administrative supervision of Dr. Rob Weinberg and general supervision of Rabbi Melissa Zalkin Stollman and Lora Shiman as well as the directors of each of the programs for special projects and events.

SUPERVISION EXERCISED

None

WORKING CONDITIONS OF EMPLOYMENT

Position located on the New York campus of HUC-JIR serving national projects. Work may require occasional evening or weekend work during special events or institutes. May require occasional travel.

Candidates selected for employment at HUC-JIR are subject to a background check and may be subject to medical inquiries and/or medical examinations to determine ability to perform the job.

Please send resume to Lora Shiman, lshiman@huc.edu.

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| [Revised 12-12-11](#)