



## HEBREW UNION COLLEGE –JEWISH INSTITUTE OF RELIGION

### **Administrative Assistant to the Director of the School of Graduate Studies Hebrew Union College – Jewish Institute of Religion Cincinnati Campus**

#### **JOB SUMMARY**

Hebrew Union College's School of Graduate Studies has an immediate, full-time opening for a well-organized, computer and Internet savvy individual who will be a part of the College's administrative team and will support major events within the School of Graduate Studies, the Rabbinical School, and other programs – including Graduation, Ordination, Founders' Day, etc.

This position coordinates the ongoing work of multiple constituencies within and connected to the School of Graduate Studies and provides general administrative support to the School's Director.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Manage department budget – including student scholarship assignments – and work in conjunction with Controller to maintain accurate budgeting procedures;
2. Coordinate recruitment and admissions for the programs of the HUC-JIR School of Graduate Studies;
3. Primary contact for students and schedule comprehensive exams, dissertation processes, etc.
4. Maintain academic files and coordinates information exchange with the Registrar's Office;
5. Plan and execute Special Events on behalf of the School of Graduate Studies;
6. Assist the Director of the School of Graduate Studies in maintaining both print material and web page content;
7. Attend meetings of the Graduate Executive Committee and maintain/distribute Committee meeting minutes;
8. Actively participate in Alumni Affairs, including serving as alumni liaison, coordination of annual Alumni Luncheon and maintenance of alumni files.

#### **PREFERRED QUALIFICATIONS**

- Strong personal and communication skills, including the ability to work effectively as part of a team and to communicate in writing;
- Excellent administrative skills and experience, preferably in higher education;
- Public Relations and outreach skills and experience;
- Computer Skills: Proficiency with Microsoft Office application (including MS Publisher), Raiser's Edge, accounting software, and web page management.

**APPLICATION INSTRUCTIONS**


Please forward a cover letter and resume via mail or e-mail to:

Hebrew Union College  
National Office of Human Resources  
3101 Clifton Avenue  
Cincinnati, OH 45220

ATTENTION: Administrative Assistant Search – School of Graduate Studies

**E-Mail: [hr@huc.edu](mailto:hr@huc.edu)**

**NO PHONE INQUIRIES PLEASE**

	<b>HEBREW UNION COLLEGE –JEWISH INSTITUTE OF RELIGION</b>
Position Title	Administrative Assistant to the Director of the School of Graduate Studies
Department	School of Graduate Studies
Location	Cincinnati, Ohio
Status	Full-Time, Non-Exempt, Benefit Eligible
Hiring Manager/Supervisor	Nili S. Fox, Director, School of Graduate Studies
Salary Range	Low to Mid Thirties – Commensurate with Experience
Nondiscrimination in Employment	Consistent with the provisions of applicable state and federal laws, it is the policy of the College-Institute not to discriminate against or harass any person employed by or seeking employment with the College-Institute because of race, color, national origin, religion, sex, physical or mental disability, medical condition, ancestry marital status, or age. The College-Institute also prohibits unlawful discrimination on the basis of sexual orientation, status as a Vietnam-era veteran, or on the basis of citizenship.

**POSTED: JANUARY 31, 2012**