Spertus Institute for Jewish Learning and Leadership is seeking a Part-Time Recruitment Representative to identify and enroll students in its graduate programs in Jewish Leadership and Jewish Studies.

To ensure that Spertus Institute meets its recruitment goals, the Recruitment Representative will seek, meet, educate, and enlist prospective candidates.

This position reports to the Vice President of External Relations and works closely with staff members in the Institute’s academic and marketing departments.

Responsibilities

- Identify target audiences and execute plans to attract and retain high-caliber students
- In person, by phone, and electronically, describe Spertus Institute offerings to build awareness and interest, with special attention to the Masters in Jewish Professional Studies (MAJPS) program, Executive Masters in Jewish Professional Studies (EMAJPS), and Certificate in Jewish Leadership programs
- Achieve student enrollment goals
- Maintain the Spertus Institute’s commitment to superior customer/student service

Skills, Knowledge, and Experience Required

- Proven success in the recruitment of adults for programs and educational opportunities
- Demonstrated success in closing sales
- Adept at being both a leader and a hands-on contributor
- Ability to understanding of Spertus Institute’s degree program offerings and describe them enthusiastically to building a compelling case for enrollment
- Experience in identifying and recruiting target groups
- Capable of building strong working partnerships with constituents and coworkers
- Resourceful and resilient problem solver
- Familiarity with the Chicago Jewish community and Jewish educational programs

Education Required

- Bachelor's degree required. Graduate studies a plus.
To Apply: Please submit your resume with a cover letter and record of success to: Ellen Hattenbach at @ehattenbach@spertus.edu

NO PHONE CALLS PLEASE

Spertus Institute for Jewish Learning and Leadership
Founded in 1924, Spertus Institute is a 501c3 whose mission is to create dynamic learning opportunities, rooted in Jewish wisdom and culture that enable personal growth and the development of future community leaders.

Graduate programs and professional workshops are offered in the Chicago area, in select locations across North America and in Israel, and through distance learning. Public programs—including films, speakers, seminars, concerts, and exhibits—are offered at the Institute’s Michigan Avenue facility, in the Chicago suburbs, and online.