



Position: Student Engagement Administrator

Reporting to: Student Engagement Project Manager

Hours: Monday-Thursday 9:00 AM - 5:30 PM, Fridays 9:00 - 1:30/2:30

Brooklyn, NY

About Chabad on Campus International (COCI)

Chabad on Campus International is at the forefront of Jewish life on campus, supporting the sustainability and success of the 360+ Chabad Houses serving 890+ campuses: championing robust Jewish life and learning on college campuses around the world. Together with Chabad House Directors, we seek a future where every Jewish student has a deeper affinity, connection, and understanding of their faith, heritage, and identity.

We foster the success of 790+ campus-based Chabad Houses Directors by providing student engagement and supportive resources and creating a strong international community of campus leaders. Based in Brooklyn, New York, COCI has a team of 33 dedicated individuals and an annual operating budget of \$16M. Given COCI's mission of promoting a campus life where Jewish identity and Jewish pride can thrive in all circumstances, we are investing in a strategic growth initiative to be able to significantly increase our impact, which is needed more than ever during these volatile times for Jewish students on campus.

Position Overview

The Student Engagement Administrator is responsible for managing the administrative processes of all Student Engagement program offerings including communications, forms, supplies, funding management, logistics, and more.

Primary Responsibilities

- **Communications.** This includes editing and managing all communications about programs to Shluchim and students, including the weekly newsletter, direct emails, WhatsApp broadcasts, informational portal cards, and website copy.
- **Forms.** This includes creating and managing application forms, surveys and reporting, databases, google sheets, etc. for all programs.
- **Resources.** This includes being responsible for program and event supplies.
- **External Funds.** This includes managing all program related fees we collect or grants/stipends that we distribute from/to Shluchim or students.
- **Customer Service.** Coordinate Shluchim and student Student Engagement customer service.
- **Logistics.** Assist with program logistics before, during, and after an event or trip.

Qualifications

- Great writing and communication skills



- Software and systems skills
- Fluent in Google Suites (especially Sheets and Slides)
- Organized, methodical, detail-oriented, and self-driven
- 1-2 years administrator experience

Benefits

- Generous paid time off schedule
- Paid training
- Health insurance
- Dental and vision insurance
- Retirement plan
- Flexible spending accounts
- Paid parental and family leave
- Bereavement leave
- Short-term and long-term disability coverage

Compensation: \$40,000 to \$45,000 annual salary depending on experience; if your background exceeds our requirements, let's talk.

To Apply: Please click [here](#) to submit your cover letter, resume, and salary expectations.

We look forward to achieving great things together!