

WELCOME TO MJI'S CAREER OPPORTUNITIES PAGE

MJI is accelerating its pace of growth, offering career possibilities from Adjunct Professorships...to advanced LAN management... to student recruitment across the nation ... to academic office administration. If you have the skills, talent, initiative and ambition to extend MJI's growth, locally and nationally, now is the time to get started.

Click on your area of interest to learn more about the exciting opportunities at MJI.

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CONDITIONS OF EMPLOYMENT AT MJI

At Will Employment:

MJI employment contracts establish the pay, pay schedules, assignments and hours. All employment is at will. No amendment or exception to the at-will employment policy set forth in the Faculty/Staff Handbook can be made at any time, for any reason, except by the President of the Institute.

Employment Eligibility Verification:

Within three (3) business days of being hired or rehired, all Institute employees are required to complete Form I-9, Employment Eligibility Verification, and to provide other designated documents as may be required for specific positions. These can include but are not limited to: providing proof of identity; proof of prior employment and education history; eligibility to work; annual professional development plans; references; and, others.

Non-Discrimination Educational Policy

The Michigan Jewish Institute admits students to its degree programs without unlawful discrimination to race, religion, color, age, sex, sexual orientation, marital status, disability/handicap, national origin, height, weight, or other protected classifications, granting all the rights, privileges, programs, utilization's, benefits and other activities generally accorded or made available to students at the Institute.

The Michigan Jewish Institute admits qualified men of the Jewish faith to the certificate program in Talmudic Law and Jurisprudence, without unlawful discrimination to race, color, age, marital status, disability/handicap, national origin, height, weight, or other protected classifications, granting all the rights, privileges, programs, utilization's, benefits and other activities generally accorded or made available to students at the Institute.

The Michigan Jewish Institute expressly forbids unlawful discrimination and sexual harassment in admission, training and treatment of students, education and educational opportunities, the use of Institute facilities, and the awarding of contracts.

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ADJUNCT PROFESSORSHIPS

MJI continuously seeks instructors for all its academic programs and courses. Please see [MJI employment policies](#) for details on required education and experience.

Course subjects offered by MJI include:

Computer Information Systems	Business Information Systems	Judaic Studies	General Studies	Certificate in Talmudic Law and Juris-prudence	Dual College and High School Program
Intro to Comp.	Intro to Business	Bible	English	Talmud	Hebrew
Web Graphic Design	Accounting	Rabbinic Literature	Mathematics	The Codes	Holocaust Studies
C++ Programming	Finance	Jewish Philosophy and Thought	Sciences	Rambam	Jewish History
HTML	Marketing	Jewish Law and Life Cycles	Soc. Sciences	Mamorim	
Web Development	Management	Jewish History	Economics	Sichos	
E-commerce	Business Law	Hebrew	History		
Visual Programming	Communications	Community Leadership and Organization	Poli Sci		
Network Concepts		Jewish Education	Psychology		
Client/Server Based Database			Sociology		
			Humanities		

MJI has immediate need for: experienced online General and Judaic Studies faculty.

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STUDENT RECRUITMENT

Please email requests for Student Recruitment job descriptions to info@mji.edu.

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ADVANCED LAN MANAGEMENT

At this time there are no openings available in the MJI LAN Management offices. Do check back to this page often, as part-time and temporary positions arise on a frequent basis.

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OFFICE of ACADEMIC ADMINISTRATION

MJI is currently seeking a **Registrar's Assistant**: Posted May 27, 2009

Job summary:

Under general direction, administer the tasks, procedures and reports involved with the registration and academic record-keeping functions of the College.

Specific Duties:

Assist with the creation and maintenance of all academic files, ensuring their accuracy, security and integrity.

Process applications for admissions. Ensure compliance with administrative policies and procedures.

Handle the registration process and ongoing student academic issues, and interpret registration policies for students and staff.

Produce and maintain official student lists, reports and statistics, including attendance logs and the aggregate grade records and summaries.

Prepare student academic transcripts and other requests from colleges/universities and/or employment agencies.

Process student grades for the purpose of posting grades to transcripts and issuing grade reports.

Distribute, receive and collate all periodic student and graduate evaluations.

Communicate academic events to faculty and interface with students providing information on various academic matters.

Prepare the graduation package for students and ensure compliance with graduation policies.

Perform other duties as assigned.

Minimum educational and job experience requirements:

1. A Bachelor's Degree or relevant experience.
2. Must have demonstrated ability to communicate well in writing.

3. Must have verifiable organizational skills and experience in a complex organizational setting, preferably in an academic setting.
4. Must be computer literate.

Physical and other abilities required:

1. Must have general knowledge of basic office operations and machines.
2. Must be able to work flexible hours within Sunday through Friday business hours.

Please send cover letter regarding your interests and resume to Ms. Karen R-Henry at krhenry@mji.edu. Please, no calls!

Above posted May 27, 2009

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OPPORTUNITIES FOR MJI STUDENTS AND ALUMNAE

From time to time MJI receives requests from employers for MJI graduates and current students. These include offers of full and part-time employment and available externships for college credit. Check back here often for the most recent listings.

Notice to employers: Are you looking for quality help? Do you need someone who is reliable and trustworthy? Would you like an employee who respects and reflects the highest standards of business ethics? Then please contact either Dr. Hershel Gardin, Dean of Academic Administration at thgardin@mji.edu or Mr. Dov Stein, Director of Marketing at dstein@mji.edu to have your listings placed below.

FULL TIME EMPLOYMENT FOR MJI GRADUATES:

PART TIME EMPLOYMENT FOR MJI GRADUATES:

FULL TIME EMPLOYMENT FOR CURRENT MJI STUDENTS:

PART TIME EMPLOYMENT FOR MJI STUDENTS:

EXTERNSHIPS FOR CREDIT AND/OR COMPENSATION:

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SUMMARY MJI EMPLOYMENT APPLICATION POLICIES

Adjunct Professorships :

Adjunct faculty appointments are for specific periods of time with very clearly identified teaching assignments, and are subject to budgetary and enrollment requirements. Except for individuals with extraordinary skills and experience, all MJI professors are required to have at least a Masters Degree or equivalent in their field of study and instruction.

Recommendations for all faculty appointments originate with the Dean of Academic Administration, and are transmitted to the President for consideration and recommendation to the Board for final approval. New appointments to the Institute and assignments within the Institute are made with full effort to obtain the best-qualified person for each position.

Initial Applicants for Adjunct Professorships are strongly urged to provide us with electronic copies of the following:

- Formal cover letter including your teaching philosophy and experience and information regarding courses you think you are qualified to teach at MJI (see our online catalog for a complete listing of all courses taught by MJI);
- Complete Academic Curriculum Vita (preferred); or,
- Resume
- Annual Development Plans for the past two academic years (if you have them)

Advanced LAN Management:

LAN managers are required to have the training, skills and experience commensurate with the scope of work assigned

Student Recruitment:

Academic Office Administration:

Similar to Adjunct Faculty, above.

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