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.

  MJI non-discrimination statement

  Adjunct Professorships

  Advanced LAN management

  Student recruitment

  Academic office administration

  Opportunities for MJI Students and Alumnae

  MJI employment application policies

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:

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<th>Computer Information Systems</th>
<th>Business Information Systems</th>
<th>Judaic Studies</th>
<th>General Studies</th>
<th>Certificate in Talmudic Law and Jurisprudence</th>
<th>Dual College and High School Program</th>
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<tr>
<td>Intro to Comp.</td>
<td>Intro to Business</td>
<td>Bible</td>
<td>English</td>
<td>Talmud</td>
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<td>Web Graphic Design</td>
<td>Accounting</td>
<td>Rabbinic Literature</td>
<td>Mathematics</td>
<td>The Codes</td>
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<td>C++ Programming</td>
<td>Finance</td>
<td>Jewish Philosophy and Thought</td>
<td>Sciences</td>
<td>Rambam</td>
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<td>HTML</td>
<td>Marketing</td>
<td>Jewish Law and Life Cycles</td>
<td>Soc. Sciences</td>
<td>Mamorim</td>
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<td>Web Development</td>
<td>Management</td>
<td>Jewish History</td>
<td>Economics</td>
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<td>E-commerce</td>
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<td>Client/Server Based Database</td>
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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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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 the Human Resources department at humanresources@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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