



North America Recruitment & Outreach Officer, Bar-Ilan University International School

Title	North America Recruitment & Outreach Officer Bar-Ilan University International School
Department	Marketing and Communication
Reports To	VP of Marketing and Donor Engagement
Direct Reports	None
Location	Remote
Employment Type	Full-Time
Classification	Exempt
Salary Range	\$65,000–\$80,000
Posting Date	May 2026

ABOUT THE ROLE

Position Summary

This fully remote position supports Bar-Ilan University International School student recruitment activities, admissions guidance, and outreach initiatives in North America. The role involves close collaboration with members of the AFBIU team around the country and coordination with admissions, marketing, and academic teams in Israel and requires independent work from a home office. The position reports to the AFBIU Vice President of Marketing and Donor Engagement; it does not include staff supervision.

Responsibilities

Student Recruitment and Admissions

- Support student recruitment efforts by engaging with prospective students, families, counselors, and partner organizations in North America.
- Provide accurate information regarding academic programs, admissions requirements, scholarships, housing, and student life.
- Participate in outreach activities including virtual and in-person school visits, college fairs, webinars, and information sessions.
- Serve as a point of contact for prospective students and parents throughout the inquiry and application process.
- Coordinate application materials and communication with the admissions team in Israel.
- Track outreach activities and provide updates on inquiries and applications.
- Relay urgent or time-sensitive communications to prospective students or partners when needed.

Institutional Partnerships & Relationship Management

- Maintain relationships with high schools, universities, community organizations, Jewish educational networks, and Israel-related programs.
- Assist with outreach to institutional partners and help maintain existing collaborations.

Marketing, Outreach and Representation

- Support North America–focused marketing and communication efforts, including digital outreach and event promotion.
- Represent Bar-Ilan University at regional recruitment events, fairs, and conferences, as assigned.

Core Competencies and Experience

Required:

- Bachelor's degree in a related field.
- 3–5 years of experience in student recruitment, admissions, international education, or a related area.
- Knowledge of Hebrew (reading and communication) required; advanced proficiency preferred.
- Strong interpersonal, communication, and organizational skills.
- Ability to work independently and manage multiple tasks in a remote environment.

Preferred:

- Familiarity with Israel and/or Jewish educational or community organizations.
- Knowledge of North American higher education systems.
- Flexibility and willingness to learn in a dynamic environment.
- Ability to collaborate effectively with colleagues across time zones.

ABOUT OUR WORKPLACE

Employee Benefits

American Friends of Bar-Ilan University is committed to supporting our employees' well-being, work-life balance, and professional growth. Our comprehensive benefits package includes:

- **Comprehensive health coverage** — medical, dental, and vision plans
- **Generous paid time off**, including Jewish and U.S. holidays, plus early closings on Fridays for Shabbat and on many holiday eves
- **403(b) retirement plan** with employer contribution
- **Pre-tax benefits**, including flexible spending accounts (FSA) and TransitChek
- **Disability and life insurance** coverage
- **Support for professional development and continuing education**

Location and Work Arrangements

This is a fully remote position. Candidates must have access to a reliable internet connection and a quiet, dedicated workspace suitable for professional, full-time work. The ability to work independently, manage time effectively, and communicate consistently with a distributed team is essential.

Please note that, due to the need for close collaboration with colleagues at Bar-Ilan University in Israel, candidates must be able and willing to regularly take calls or video meetings outside standard U.S. business hours to accommodate the time zone difference.

Additional Information

Travel: Frequent travel across North America, occasional travel to NYC and Israel.

Work Authorization: Applicants must be authorized to work in the United States at the time of application. AFBIU does not provide visa sponsorship for this position.

Equal Opportunity Employer: American Friends of Bar-Ilan University (AFBIU) is an equal opportunity employer and is committed to building a diverse and inclusive team. We do not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, marital status, or veteran status. We welcome applicants of all backgrounds who are committed to AFBIU's mission and values.

ABOUT AFBIU, BIU and the International School

AFBIU and BIU

American Friends of Bar-Ilan University (AFBIU) supports Bar-Ilan University in Israel by engaging U.S. partners and donors to advance education, research, and innovation that strengthen Israel and benefit the world.

Bar-Ilan University, located near Tel Aviv, is one of Israel's leading institutions of higher learning—renowned for its cutting-edge research, commitment to social responsibility, and integration of Jewish values with academic excellence. Through our work, AFBIU helps ensure that Bar-Ilan continues to educate future leaders and drive positive change in Israel and beyond. Our organizational budget is approximately \$8M and our staff size is approximately 20.

BIU International School

The Bar-Ilan University International School is a dynamic and growing academic unit dedicated to providing high-quality educational opportunities for students from around the world. Located on Bar-Ilan University's campus near Tel Aviv, the International School offers a wide range of English-taught undergraduate and graduate degree programs, as well as study abroad and summer experiences.

With a strong emphasis on academic excellence, innovation, and global engagement, the International School combines rigorous coursework with experiential learning and meaningful cultural immersion. Students benefit from close access to faculty, a supportive campus environment, and opportunities to engage with Israel's vibrant academic, technological, and cultural landscape.

The International School attracts a diverse student body and is committed to fostering an inclusive, globally minded community. Through its programs and partnerships, it prepares students to succeed in an increasingly interconnected world while maintaining strong ties to Bar-Ilan University's broader mission of advancing knowledge, leadership, and social impact.

Read more here: <https://biuinternational.com/>

HOW TO APPLY

[To apply, complete this online form](#) including uploading your resume and a cover letter explaining why you're excited about and qualified for this opportunity. No phone calls or direct emails, please.

We appreciate all applicants; however, because of the high volume of interest in our open positions, only those selected to move forward in the process will be contacted.