



Raphael Recanati  
International School

## The Raphael Recanati International School (RRIS) at Reichman University is looking for a Financial Aid Associate (Full time)

### Job Description:

- As part of the financial aid team, provide information on financial aid to international students as well as provide financial guidance and support.
- Point person for students on campus, as well as liaison with Reichman University NY office for US Federal Student Loans (FAFSA) related issues, IRS, as well as other US government aid and private student loans.
- Manage students' volunteering commitments for scholarships and other requirements, as well as maintain relationships with various organizations in Israel for volunteering purposes.
- Work closely with different relevant offices within the university.
- Work and maintain a relationship with outside organizations and various government offices that provide student aid and various scholarships, as well as develop new relationships for additional financial aid options.

### Job requirements:

- Full DISCRETION – **MUST**.
- Mother tongue level in English and Hebrew – **MUST**
- Undergraduate degree – **MUST** (Undergraduate degree in a psychological and financial related field – advantage)
- Additional languages - advantage
- Extensive experience working with Jewish communities in Israel and abroad, including “shlichut” - advantage
- Previous experience in *aliyah* and *klitah* matters or experience working with international students - advantage
- Excellent communication and interpersonal skills
- Ability to multitask, work independently and as part of a team
- Excellent organizational and administrative skills: ability to prioritize projects, attention to details
- Ability to think “out of the box” and take initiative
- High motivation and willingness to work unusual hours
- Tech Savvy and full proficiency in Microsoft Office

CV's should be sent to: [cv@idc.ac.il](mailto:cv@idc.ac.il)