

Chief of Staff to Executive Director Boston University Hillel

About the Position

We are looking for a BU student to serve as the Chief of Staff to Jevin Eagle, Executive Director of BU Hillel. This student should be self-motivated and wants to hone their leadership, administrative, and networking skills in a higher education and nonprofit setting.

About Jevin Eagle

Jevin Eagle, a former business executive and current Hebrew College Rabbinical School student has served as the Executive Director of BU Hillel since May of 2017. Prior to attending rabbinical school, Jevin Eagle was the CEO of DAVIDsTEA, a senior executive at STAPLES, Inc. and a partner at McKinsey & Company. He was one of the executives responsible for Staples' Easy Brand Strategy and the famous "Easy Button." Eagle says his career change from business to the Rabbinate was the fulfillment of a life-long dream to immerse himself in text study and serve the Jewish people. Jevin served as board chair of Harvard Hillel and Dartmouth Hillel from 2002 to 2006. Eagle has an MBA from Harvard Business School, and a bachelor's degree from Dartmouth College, where he served as Hillel student president. Before Harvard Business School, he helped found Jewish Lights Publishing. He serves on the board of directors of Carter's, Inc., the leading branded apparel marketer for babies and young children.

[Boston Globe Feature on Jevin Eagle: Boardroom to Bimah](#)

About BU Hillel

Boston University Hillel is a department of Boston University and a registered 501(c)(3) nonprofit organization, with the mission of inspiring, educating, and empowering BU students to lead meaningful and joyous Jewish lives. BU Hillel is home to 5,000 Jewish students, the largest population at a private school in North America.

Responsibilities

Tasks will include:

- Planning and managing one-on-one and group interactions with students
- Assisting in planning and conducting Executive Director's teaching—e.g. lessons in leadership, the role of wine and wine teaching in Judaism, etc.
- Coordinating relationships with donors and planning donor events

Candidate requirements:

- Excellent written and oral communication skills
- Strong organizational skills and attention to detail
- Excellent time-management skills and ability to meet project deadlines
- Creative and collaborative problem solving
- Microsoft Office proficiency

Hours:

The ideal candidate will be able to serve up to 10/hours per week for the 2017-18 academic school year. This position is unpaid and will start as soon as possible.