

CENTER FOR PUBLIC THEOLOGY

Student Worker

Department: Center for Public Theology

Part-time: 10 hrs/wk

Compensation: \$17.50 per/hour

Description: The student worker is needed to assist the Director and Associate Director with program assistance throughout the year. The student worker may be needed to offer assistance to other Center for Public Theology (CPT) programming including the Trinity Public Theology Fellows and National Capital Experiences for Seminarians course in the spring.

Duties include:

Database management for center lists

Marketing assistance for center programs

Research for class and department related programs.

Other duties as assigned in support of the Center's mission.

Duties will require effective coordination with Center staff which will be facilitated by weekly check-ins.

This position reports to the associate director of the Center for Public Theology and works with other Center staff as needed.

Qualifications:

Excellent communication skills

Organizational skills are a must

Proficiency in Microsoft Office

Basic understanding of Blackboard

Able to work in a flexible environment

We are looking for self-starters to join the team who are reliable, energetic, and consistently produce high quality work.

Contact: Send resume to:

Dr. Lorena Parrish, Director, CPT & CEI, lparrish@wesleyseminary.edu **and**

Rev. Rochelle Andrews, Associate Director, CPT randrews@wesleyseminary.edu.