



**Job Title:** Office Assistant to Editor of Blog “Pray Tell”

**Department:** School of Theology and Seminary

**Function/Description of the Position:** The employee will assist the editor of the “Pray Tell” in all aspects of maintaining the blogsite.

**Duties and Responsibilities:**

1. Liturgical and theological assistance:
  - a. Assist the editor in preparing posts – e.g. importing text from elsewhere, formatting, adding graphics, and the like.
  - b. Regularly search the blogosphere for liturgical news, announcements and articles of interest.
  - c. Make suggestions to the editor for liturgical topics to cover in blog posts.
  - d. Regularly provide editor with Table of Contents from liturgy print journals in Alcuin Library.
  - e. Assist the editor in monitoring blog comments for approval or deletion.
2. Technical assistance:
  - a. Assist the editor in developing capabilities to post a wide variety of media to the blogsite.
  - b. Do technical work in media preparation – eg editing and excerpting videos.
  - c. In cooperation with the Liturgical Press, maintain and improve the blogsite layout.
3. Office assistance:
  - a. Maintain a record and tally of posts by paid contributors.
  - b. Assist in correspondence with contributors and authors.
4. Other duties as assigned.

**Minimum Qualifications:**

1. B.A. degree.
2. Knowledge and pastoral experience in the area of liturgy.
3. Knowledge of computer technology for maintaining the blogsite.
4. Dependability, punctuality, organization, and exceptional attention to detail.

**Work Schedule:** 10-15 hours per week.

**Contact Person:** Fr. Anthony Ruff, OSB    awruff@csbsju.edu