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 – e.g 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.

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