**FWS Digital Scholarship and Administrative Support Team, Center for the Study of Law and Religion at Emory Law School**

**HOURS:** 10-20 hours per week

**Duration:** 2022-2023 academic year

**JOB DESCRIPTION:**
The Center for the Study of Law and Religion (CSLR) seeks highly motivated students to work on our Digital Scholarship and Administrative Support Team.

Law and religion are two of the most powerful forces in human history. For these positions we seek detail-oriented, creative, and ambitious Emory students who want to help advance human understanding in these fields of study. Further, if you have an interest in learning, applying, or improving your skills as web-designer, graphic designer, database manager, administrative assistant, online marketer, or other technical aspects of digital publication, communications, event planning, or marketing, we hope you will apply.

CSLR is based in Emory School of Law (cslr.law.emory.edu). We produce and promote path-breaking scholarship, teaching, and public programs about the interaction of law and religion around the world. We are dedicated to facilitating challenging conversations, convening the best minds, and training the next generation of academics, lawyers, and religious leaders to advance the global conversation on law and religion.

CSLR publishes *Canopy Forum* (CanopyForum.org), a rapidly growing online publication focused on cutting-edge research and digital scholarship, and recently launched the *Interactions* podcast. Our student team assists with soliciting new articles and multimedia publications from leading scholars, editing articles, web-design and formatting, developing marketing strategies, podcast recording/production, and more. Students with an entrepreneurial spirit flourish at CSLR and have opportunities to develop skills and experience relevant to their specific career goals. We view our students as full team members with the potential to make substantive contributions to our Center's mission. You will be treated as a professional, encouraged to grow, and expected to deliver results.

Successful applicants for this position will assist CSLR scholars with a range of tasks and projects; develop and format new forms of digital scholarship; perform administrative/office work; compile and organize contact lists of scholars and other leaders in our field of study; provide insights, ideas, and feedback about CSLR's marketing and outreach strategies; support social media design, marketing, and curation; and assist with other projects and administrative tasks. There may also be opportunities to participate in academic research with CSLR faculty and fellows.

Student employees will work primarily at Emory Law School. However, in some cases student employees may work remotely with their supervisor's approval, and depending on team schedules, project needs, and Emory's evolving social distancing guidelines during the COVID-19 pandemic.

**RESPONSIBILITIES:**
1. Web design and digital production (videos, podcasts, etc.)
2. Solicit and edit new articles and multi-media scholarship for online publication
3. Provide administrative assistance to CSLR Fellows and Faculty

4. Build and manage contact lists
5. Contribute ideas and feedback for communication/marketing strategy
6. Help manage social media accounts
7. Provide administrative support to CSLR faculty and fellows
8. Other projects and miscellaneous tasks

**DESIRED SKILLS / QUALIFICATIONS:**
1. Currently enrolled students at Emory University
2. Excellent interpersonal, teamwork, and customer service skills
3. Eagerness to learn new skills and solve difficult problems as part of a team of students, faculty, and staff.
4. Experience with, or willingness to learn Microsoft Office software suite, especially Word and Excel.
5. Experience with social media, marketing strategies, or political/community organizing is a plus
6. Data tracking/analysis
7. Experience with WordPress, Cascade, CSS, or HTML
8. Experience with video editing
9. Experience with sound/audio editing
10. Experience with Adobe Photoshop, Canva, and/or other design software

**COMPENSATION:** This is primarily a Federal Work Study (FWS) position, but other Emory student applicants without a FWS award may apply and will be considered. Wages are based on FWS/Emory guidelines for undergraduate and graduate students, prior experience, skills, and other qualifications.

Applications are accepted on a rolling basis with preference given to student who apply early in the fall or spring semester. To apply, please submit your resume and a 1-page (max) cover letter outlining your qualifications. Cover letters should be addressed to: Dr. John Bernau, Director of Digital Scholarship, CSLR. Apply via EagleOps or email directly: john.bernau@emory.edu