

## Employee Position Description

<b>Position:</b>	Bilingual (English and Spanish) Digital Presence Graduate Assistant
<b>Supervisor:</b>	Young Jae Shin, Director of Strategic Initiatives and Business Development
<b>Hiring Administrator:</b>	Prof. Edward Foley. OFM Cap, Grant Program Director
<b>Category:</b>	Administrative, Part-time, Exempt
<b>Pay Range:</b>	\$25.00 per hour
<b>Hours:</b>	Graduate Student Working Hours - maximum of 20 hours per week during a term/semester, and a maximum of 35 hours per week during the breaks

### General Summary:

The Bilingual Digital Presence Graduate Assistant provides critical support to the digital presence consultant to advance the goals of the Lilly Grant in Neuroscience and Preaching. The grant focuses on analyzing feedback from Catholic worshippers about effective preaching through collaboration with the University of Chicago's APEX lab. This position ensures efficient digital project management, smooth communication, and content organization in both English and Spanish, contributing to the project's four-year trajectory (2024-2027).

This role requires fluency in digital tools and platforms, effective teamwork, and an interest in the intersection of science and liturgy.

### Key responsibilities include:

- Organizing and maintaining Google Drive files
- Managing website (English and Spanish) content & organizing digital assets (photos, documents, etc.)
- Assisting in social media management, content creation, and email marketing
- Supporting digital advertising and press release campaigns
- Carry out additional tasks as needed or assigned, aligned with the responsibilities & scope of this role

### Qualifications:

- **Skills and Abilities:**
  - **Language Skills:** Proficiency in both English and Spanish is preferred.
  - **Digital Savvy:** Comfortable with a range of digital tools and social media platforms
    - Examples include but are not limited to: Microsoft Office, Google Suite or related productivity suite/collaboration tools, Zoom or any video communication programs, WordPress or related CMS, Meta social media tools, LinkedIn, YouTube, X.
  - **Collaborative Spirit:** A proactive and creative approach to teamwork and project goals.
  - **Interest in Science and Liturgy:** Appreciation for the role of science in enhancing liturgical arts.
  - **Additional Skills:** Bibliographic research, social media management, and graphics creation experience are a plus.
- **Education:**
  - Current enrollment in a CTU graduate program or graduate program at an accredited institution in theology, ministry or equivalent

**Preference is for candidates who can commit to a year or more**

**Application Instructions:** Interested applicants should apply to the CTU Opportunities page - <https://www.ctu.edu/opportunities-at-ctu/>, resume and cover letter are required.