The Center for the Study of Religion seeks a University Administrative Fellow (UAF) for the Fall Semester of 2019-2020. Applicants should submit a cover letter and résumé via email to Center Manager Anita Kline (csr@princeton.edu).

Objectives:
The fellow will gain skills and experience relative to the role of scholar/administrator (one whose duties include both academic and administrative functions). Under the direction of the Associate Director, the fellow will seek efficient ways of staying abreast of ongoing work in the relevant academic field while pursuing fluency in administrative methods. Specifically, the Fellow will assist in the planning and execution of one academic event: serving as scholarly and administrative liaison with the invited guest(s), crafting and adhering to a budget, logistical planning including venue and dining selection and booking, design and implementation of marketing, arranging ancillary needs such as photography and audio recording.

Outcome:
The fellow will design, manage and complete one project designed to showcase the center’s research and public discussion of religion. Fellow will choose a project according to his or her interests, in consultation with the Associate Director. Examples could include:
- Reconceptualizing the Center’s printed library of scholarly output for maximizing usage
- Creation of an online platform (Vimeo, YouTube, Podcast Channel) for broader distribution of the Center’s collection of recorded public events
- Redesign of the Center’s online presence (including website, Twitter, and Facebook) to better convey the Center’s mission and accomplishments

Qualifications:
The successful candidate will possess:
- Excellent communication skills
- Wide-ranging intellectual curiosity
- Interpersonal skills and enjoyment of people
- Familiarity with desktop publishing and/or digital design
- Interest in the academic study of religion is a plus