TITLE OF POSITION/RANK: Associate Director

DEPARTMENT: Orthodox Christian Studies Center

RESPONSIBILITIES:

Summary Job Description: Successful candidate will serve three distinct but overlapping roles for the Center:

- Managing Editor for the *Journal of Orthodox Christian Studies* and the Center’s scholarly blog, *Public Orthodoxy*. (Approximately 50% of time).
- Research Support for the Archbishop Demetrios Chair in Orthodox Theology & Culture. (Approximately 25% of time).
- Manage the Center’s digital presence, public events, and NEH award competitions. (Approximately 25% of time).

Managing Editor Responsibilities for *Journal of Orthodox Christian Studies*:

- Work closely with journal editors to produce the most respected journal of Orthodox Christian Studies in the world.
- Manage correspondence with authors and peer reviewers.
- Manage relationship with Johns Hopkins University Press.

Managing Editor Responsibilities for *Public Orthodoxy*:

- Manage correspondence with authors and peer reviewers.
- Supervise Graduate Research Assistant to manage the digital page and promotions via social Media.

Research Support for Archbishop Demetrios Chair:

- Collaborate with Chair to pursue new research and publication
- Provide research and editorial support for all Center publications, including *Patterson Triennial Conference* volumes and *Orthodox Christianity and Contemporary Thought* series

Additional Responsibilities:

- Oversee process to select NEH scholars: coordinate applications and coordinate selection committee.
- Supervise expansion of digital footprint, including: *Public Orthodoxy*, homepage, *Orthodox Connect*, Facebook and Twitter.
- Coordinate with Center’s Director and Graduate Assistant to facilitate public programing

QUALIFICATIONS:

- PhD in an applicable field.
- Professional contacts in Orthodox scholarly community, especially in the fields of art history, history, political science, religious studies, and theology
- 5-10 years of academic experience broadly understood but not necessarily experience in a university administrative position

SALARY: Commensurate with experience

START DATE: ASAP

Send letter and resume: Dr. George Demacopoulos
demacopoulos@fordham.edu

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.*

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