

SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY

JOB DESCRIPTION FORM

TITLE: Missions Research Fellow for the Center for Great Commission Studies

DIVISION: Academic

SUPERVISOR: Director of the Center for Great Commission Studies

TERM: June 2023 – May 2024

COMPENSATION: Tuition for 1 Class per Semester

I. PURPOSE OF THE JOB

The CGCS Missions Fellow aims to enrich the work of the Center for Great Commission Studies (CGCS) in the areas of missions and the history of missions. In particular, the CGCS Fellow will spend time researching projects under the guidance of the director of the CGCS. We would like to begin to aptly tell the story of missions and its history on our website and social media. This position will help conduct research for this initiative. Most of all, the Fellow will have an inquisitive and teachable spirit, eager to learn and serve the CGCS in its work to retell the story of missions in a way that furthers the Great Commission.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Research
 - Work with Library Archives and other offices to investigate missions history here at SEBTS.
 - Work with other research facilities to gather information on missions history.
- Writing and Editing
 - Write one publishable blog article per month (minimum).
 - Assist with editing and writer cultivation.
 - Assist with uploading and publishing content.
- Involvement in CGCS initiatives
 - Attend staff meetings with CGCS when needed.
 - Participate in CGCS events.
- Other duties and responsibilities assigned by the CGCS director, as necessary.

III. KNOWLEDGE AND SKILLS

- Currently working towards a master's degree (or higher).
- Interest in the intersection of missions, history, and strategy.
- Proficiency in Microsoft Office.
- Excellent communication skills, both written and verbal.
- Strong attention to detail and willingness to learn.
- Passionate about missions, missions' history, and missionaries.

IV. EXTENT OF PUBLIC CONTACT

- Communication with SEBTS faculty, students, guest lecturers, and visitors to the CGCS.
- Communicate with Library Archives and other research areas to gather data and information.

V. PHYSICAL DEMANDS

- Normal fitness as required for duties in the office.