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**CCSC Internship:  
CCSC & Center for Christianity and Scholarship**

**Position Description:** The Center for Christianity and Scholarship exists to equip students and faculty to engage the university and the world with Christian understanding. Drawing upon multiple Christian traditions, it seeks to sustain a community discovering what it means to think as Christians about the working of the physical world, social structures, history, art, philosophy, and other fields of study. Together, the Consortium of Christian Study Centers (CCSC) and Center for Christianity and Scholarship (CCS) are seeking a qualified individual to serve as an intern in the intellectually demanding setting at Duke University. The internship is a full-time position with responsibilities divided between relationship building, communications, hospitality, programming, and administrative roles. The position regularly entails evening and weekend hours.

**Accountability:** The intern is accountable to the Internship Program Director of CCSC and to the Director of Community Life of CCS. The Directors will coordinate the supervision of the position.

**Collaborates with:** Directors and CCS staff.

**Responsibilities:**

- Advertise CCS events on social media platforms and tabling, etc. on campus.
- Help plan program logistics.
- Provide hospitality and logistical support for events.
- Maintain a presence on campus and carry out regular relational contact work:
  - Pre-orientation outreach of first-year students and follow-up throughout the year.
  - First Big Week planning and student engagement.

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- Assist sophomores and juniors in charting a course through CCS Curriculum.
  - Maintain CCSC-related communication and commitments:
    - Fulfill communication responsibilities to CCSC Internship Program Director.
    - Participate in ongoing training and professional development opportunities as set forth by CCSC and CCS.
    - Communicate regularly the faithfulness and fruitfulness of the work of CCS with supporters and stakeholders through appropriate means.

**Lifestyle Commitments:**

- A vibrant personal faith in Christ and His gospel.
- Active involvement in a local church, as well as personal engagement with Scripture.
- Engagement in continuing education opportunities for professional and personal growth.
- Personal conduct reflective of CCSC and CCS statements of faith and values.

**Candidate Profile:**

- Bachelor's degree required.
- Ability to recruit, motivate, empower, and equip others for leadership in ministry.
- A team player, but someone who can take initiative and work independently.
- Strong written and verbal communication skills.
- Organization and time-management skills.
- A keen desire for intellectual and spiritual growth.