

Andover Newton Theological Seminary

**Writing Assistant**

Part-time position, project based, writing assistant sought by Andover Newton who must dictate papers. You will need to have your own laptop, be adept at taking dictation (speed is not as important as accuracy), be competent at proofreading, formatting, compiling bibliography, footnoting, occasionally interpreting assignments, and meeting deadlines.

Pay: \$10/hour cash. Each project ranges in compensation ranging from \$25 - \$250/ each, depending on length. (Previous assistant earned an average of \$800/per semester)  
It is also possible to earn more by working during midyear break and throughout May.

Familiarity with Theological courses desirable.  
Job is based on Andover Newton campus.

Contact: Enid Greenhouse at [enidgreenhouse@yahoo.com](mailto:enidgreenhouse@yahoo.com)