



THE AMERICAN SCHOOL OF CLASSICAL STUDIES AT ATHENS

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Position Available: Editorial Assistant

The Publications Office of the American School of Classical Studies at Athens (ASCSA) has an immediate part-time vacancy (20–25 hours per week) for a well-organized and highly motivated individual to support the staff of the Publications Office in the publishing of both archaeological monographs and a quarterly journal. The Editorial Assistant will be part of a small, friendly team working to produce publications of the highest quality.

Position Requirements

- BA degree, preferably in archaeology, classics, or a related field
- Excellent communication skills, both written and oral
- A sharp eye for detail
- Computer proficiency is expected, including database software and Microsoft Office

Email resume and cover letter to resumes@ascsa.org. Only finalists will be contacted. The closing date for applications is July 16, 2017.

ASCSA is an EO/AA employer.