

Editorial Assistant

Assist the director and acquisitions editor in all aspects of their jobs including the following specific tasks:

- Maintain regular, routine correspondence with authors
- Prepare cost estimates and budget estimates for projects
- Prepare contracts and agreements
- Check manuscripts for text and image permissions
- Prepare launch forms with book data for staff meetings
- Request checks for advances, fees, and other payments
- Prepare dockets for board approval, including project descriptions
- Perform detailed internet research
- Prepare material for mailing, including USPS and UPS shipments
- Attend and participate in editorial and marketing meetings
- Proofread materials as necessary based on Chicago Manual of Style
- Prepare manuscripts for transmittal to the senior project editor
- Organize schedule for editors at academic conferences
- Assist editors in finding readers and tracking reader reports
- Obtain promotional blurbs from established scholars and other influential individuals
- Maintain editorial and acquisitions reports, checklists, and spreadsheets
- Maintain and update active records on Press databases and title management system
- Assist in preparing grant applications
- Prepare purchase orders and invoices
- Type routine business correspondence, including decline letters and invitation letters
- Review digital image quality to ensure adherence to Press guidelines
- Administrative duties, including filing, photocopying, covering the front desk, etc.
- Work with and oversee interns
- Assist other staff members on an occasional basis as instructed

Education and Experience

This is an entry-level position. A bachelor's degree is the minimum level of education necessary. Some experience in publishing or a related field is preferred. The editorial assistant should indicate the potential to grow into other responsibilities and commit to the position for at least two years. The right candidate needs to have an eye for detail, good organizational, communication, and writing skills, the ability to manage multiple projects simultaneously, facility with the Microsoft Office Suite, and the ability to become familiar with the appropriate academic disciplines.

This is a full-time position with salary and benefits under the auspices of the Institutions of Higher Learning and the State of Mississippi.

Founded in 1970, the University Press of Mississippi (UPM) publishes scholarly books of the highest distinction and books that interpret the South and its culture for the nation and the world. Operating under the aegis of Mississippi's Institutions of Higher Learning (IHL), UPM is the state's only not-for-profit publisher. The Press acquires, edits, designs, and promotes on average 80 new books every year, and the publishing program is focused on the humanities, with areas of strength in African American studies, film and popular culture, music, history, Mississippi and regional studies, comics studies, literature, and folklore. The Press is located in the IHL complex in Jackson, Mississippi, the land of William Faulkner, Eudora Welty, fine music, mild to non-existent winters, and abundant natural beauty. Memphis, New Orleans, and the Gulf coast are within a three-hour drive. Sustainably supported by the eight public universities of Mississippi, UPM is a financially successful operation with an endowment and enthusiastic state support, as well as a positive, collegial workplace. The Press is an equal opportunity employer.

To apply, please submit a cover letter, resume, and the names and contact information for three professional references by September 18, 2015 to Craig W. Gill, Editor-in-Chief, University Press of Mississippi, 3825 Ridgewood Road, Jackson, MS 39211; or submit the application by email to cgill@mississippi.edu with "Editorial Assistant" as the subject line.