Gain valuable exposure to book development and the publishing industry. As a Student Editorial Assistant at the University of Minnesota Press you will work on a wide range of editorial and administrative projects including text and image preparation, researching and cataloguing copyright issues, and corresponding with authors and peer reviewers.

To be considered for the position, please submit a cover letter and resume to acq@umn.edu by May 15, 2017.

Required Qualifications:
- Ability to work independently, stay on task, and manage multiple projects at once
- Detail-oriented with excellent written and verbal skills
- Computer skills, including experience with Microsoft Office and Mac OS X
- Currently enrolled undergraduate student at the University of Minnesota

Preferred Qualifications:
- A genuine interest in publishing, literature, and groundbreaking scholarship
- Experience with Photoshop and FileMaker Pro
- Sophomore or junior preferred

Duties:
- Preparing manuscripts according to press guidelines using Microsoft Office and XML tagging programs
- Evaluating images for proper specifications and permissions documentation to ensure compliance with copyright laws
- Assembling and collating manuscript packets for departmental review
- Creating and maintaining departmental records and filing, including data entry in press-wide database
- Assisting department with peer review process by writing project descriptions and soliciting peer reviewers
- Communicating directly with authors and peer reviewers via email
- Ordering book copies for authors and peer reviewers
- Performing FedEx and UPS package mailings to authors and peer reviewers
- Researching, as needed, for an editor or editorial assistant
- Other miscellaneous clerical duties as assigned

Work Hours:

15-25 hours per week scheduled during regular business hours (Monday through Friday, 8:30a-5p) with the possibility of up to 35-40 hours per week during summer and breaks

The University of Minnesota Press is located off-campus at 111 3rd Avenue South, Minneapolis, MN 55401. We are easily accessible by bus and light rail from campus.