



UNIVERSITY OF CALIFORNIA PRESS

## Job Opening – Editorial Assistant

University of California Press seeks an Editorial Assistant to work with two Acquisitions Editors.

### Responsibilities

- Assist editors in signing, developing, and publishing high-quality books.
- Assist editors with manuscript and proposal review.
- Guide authors in preparing manuscripts for production, evaluate art and permissions and format files, and act as liaison to the production department.
- Address author requests and queries in a timely and professional manner. Act as liaison between author and Press personnel from various departments.
- Prepare marketing materials. Solicit and edit back cover blurbs.
- Perform clerical tasks such as copying, maintaining electronic files, updating database, drafting contracts from templates, and processing invoices. Provide other administrative duties as needed.
- Attend 1-2 academic conferences each year.

### Qualifications

- Strong communication skills.
- Strong collaborative skills to work effectively across the organization at all levels.
- Good time management skills; be organized and capable of prioritizing across activities & projects.
- Detail-oriented; make sure that daily activities are handled with accuracy.
- Demonstrated proficiency using: email, word processing, and spreadsheet applications; common desktop/web applications.
- Education equivalent to high school graduation and three years' experience providing administrative assistance in a comparable work environment; or an equivalent combination of education and experience.
- Bachelor's degree preferred but not required.

**Location:** Oakland, CA (but currently working remotely)

**Benefits:** Health, Dental, Vision, and Retirement

### About UC Press

University of California Press is one of the most forward-thinking scholarly publishers. For more than 125 years, it has championed work that influences public discourse & challenges the status quo in multiple fields of study. UC Press strives to drive progressive change by seeking out & cultivating the brightest minds & giving them voice, reach, & impact.

**Qualified candidates can submit a resume and cover letter online.**

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The University of California is committed to creating a diverse environment and is proud to be an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

*September 2020*