

Position Description

Paid position with the University of Washington Press to work in a variety of departments, including editorial, production, and marketing. The position is appointed at a 50% FTE Graduate Staff Assistant/Associate level for the nine-month academic year (September 16–June 15) and requires a commitment to work an average of 20 hours per week. Salary is commensurate with degree level using the university's regular, base rate TA/RA/SA salary schedule. The position also provides GAIP insurance and a waiver of the operating fee, tech fee, and building fee. Throughout the course of the appointment the student will be exposed to a wide range of areas in the publication process, including acquisitions, copyediting, design, production, digital publishing, and marketing. The position will also offer a larger sense of the publishing profession and current issues gained through readings, opportunities to network within and outside the press, and discussions about career paths and further professional and educational opportunities. Applicants should bring curiosity and energy to the job, and they will be expected to complete assigned tasks and projects in a timely and professional manner.

QualificationsREQUIRED

- Proficiency in Microsoft Office, including Word, Outlook, and Excel
- Excellent written communication skills, including an understanding of grammar and style conventions
- Strong organizational skills, flexibility, and interest in working on a variety of projects

DESIRED

- Evidence of superior academic achievement in the humanities, social sciences, or visual arts
- Prior experience in any area of publishing (editing, design, production, marketing)
- Familiarity with HTML, InDesign, and Photoshop

CONDITIONS OF EMPLOYMENT

- Enrolled as a graduate student in a UW program (10 credit hours minimum, Fall, Winter, and Spring Quarters, 2019–2020)

Typical ResponsibilitiesACQUISITIONS

- Complete market research on competing titles
- Assist in preparing grant applications for title subsidies
- Participate in weekly meetings to discuss new projects
- Conduct image research for art programs for new titles

EDITORIAL, DESIGN & PRODUCTION

- Check proofs and transfer author corrections
- Copyedit, proof, and update indexes
- Attend weekly editorial/production meetings
- Evaluate illustrations for quality
- Assist with the book and cover design process
- Assist with marketing and advancement design needs

SALES & MARKETING

- Draft descriptive copy for catalogs and jackets/covers
- Research and draft review lists
- Participate in digital marketing efforts and website management
- Conduct marketing and sales research
- Plan and prepare flyers and advertisements
- Attend scholarly exhibits

Fellowship Duration

September 2019–June 2020 (Autumn, Winter, and Spring Quarters)

Application Deadline

Applications must be received by **5:00 pm on Wednesday, April 17, 2019**

HOW TO APPLY

Apply via UW Hires, <http://uw hires.admin.washington.edu>, req #166248. You will be required to upload a cover letter explaining interest in working at the UW Press and relevant experience and a current résumé listing publishing-related experience. Additional materials may be requested if you are selected for an interview (e.g., references, writing sample).