



University Press of Kansas

2502 Westbrooke Circle • Lawrence, KS 66045-4444

(785) 864-4155 • Fax (785) 864-4586 • www.kansaspress.ku.edu

Work for One of the Most Prestigious Publishers in the US!

The University Press of Kansas is looking for a part-time (15 hours/week) undergraduate or graduate student to assist our editor in chief and two acquisitions editors.

Apply by **August 2** at employment.ku.edu using the Posting ID **14978BR**.

Editorial Assistant, University Press of Kansas

Job Description

- Assist Editor in Chief and two Acquisitions Editors with correspondence, filing, schedule management, proposal and manuscript review, and preparation for launch and editorial committee meetings
- Work with Editor in Chief and Acquisitions Editors to prepare manuscripts for publication

Required Qualifications

- Excellent communication and writing skills
- Experience with Microsoft Word, Excel, and Outlook
- Must have been enrolled in at least 6 credit hours during the Spring 2019 semester or currently enrolled for 6 credit hours for the upcoming Fall semester.

Preferred Qualifications

- Experience with Adobe Pro and FileMaker Pro
- Humanities or social sciences background
- Familiarity with academic research and writing
- Interest in book publishing
- Organizational skills
- Time management skills

Advertised Salary Range: 12.00/hour

Anticipated Start Date: Monday, September 9, 2019

**Questions? Contact Joyce Harrison, Editor in Chief, at
785-864-9162 or joyce@ku.edu.**