

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, electronic publication, 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 issues and further educational opportunities. Applicants should bring curiosity and energy to the job, and will be expected to complete assigned tasks and projects in a timely and professional manner.

Requirements

Candidates must be matriculated in graduate programs in the humanities or social sciences at the University of Washington. Preference is given to applicants who are in at least the second year of their graduate program. Candidates must possess computer literacy and familiarity with word-processing programs, an excellent sense of language, including good grammar skills, and a willingness to take a copyediting test; knowledge of foreign language(s) is helpful, as is prior experience in any area of publication (editing, production, marketing) and familiarity with HTML, InDesign, and Photoshop. Excellent communication skills, flexibility, and interest in working on a variety of projects are essential.

FELLOWSHIP DURATION

September 2017–June 2018 (Autumn, Winter, and Spring Quarters)

APPLICATION DEADLINE

Applications must be received by **5:00 pm on Friday, March 17, 2017**

TO APPLY, PLEASE SUBMIT

- » a letter explaining interest in working at the UW Press and relevant experience
- » a current resume listing publishing-related experience
- » a recent official transcript
- » two letters of recommendation (UW Faculty preferred)
- » a writing sample (5–10 pages preferred)

Typical ResponsibilitiesEDITORIAL

Evaluate manuscript proposals
Assist acquisition editors in selecting outside readers and following up on obtaining and evaluating readers' reports
Assist in the preparation of Press Committee reports
Assist in preparing grant applications for title subsidies
Copyedit selected manuscripts online, including editing of notes, bibliographies, and indexes
Check proofs and transfer author corrections
Organize and participate in on-campus publishing workshops

PRODUCTION

Evaluate illustrations for printing
Assist with the book and cover design process
Attend weekly editorial/production meetings
Attend design critiques

MARKETING

Draft descriptive copy for catalogues and jackets/covers
Research and draft review lists
Participate in electronic marketing efforts and web site management
Conduct marketing and sales research
Plan and prepare flyers and advertisements
Attend scholarly exhibits
Prepare publication proposals suggesting retail prices and print runs

SUBMIT APPLICATION MATERIALS TO

Graduate Publishing Fellow Program
University of Washington Press
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