**Occupational Summary**

Duke University Press, in conjunction with the Mellon University Press Diversity Fellowship Program, is seeking a fellow to fulfill a year-long, full-time position at Duke University Press as an Editorial Associate with the goal of increasing diversity in scholarly publishing. The selected fellow will be immersed in the Books Acquisitions team, working closely with senior acquisitions editors, authors, and projects throughout the entire acquisitions process. Through this apprenticeship, the Editorial Associate will be responsible for a number of essential tasks in the acquisitions process, and will be directly involved in reviewing and contracting manuscripts and preparing manuscripts for production. The fellow will attend the Association of University Presses annual conferences at the beginning and the end of the year-long program. The selected candidate must possess strong communication and organizational skills and have a desire to learn the ins and outs of scholarly publishing. This is a junior-level position, designed as an entry into scholarly publishing and editorial acquisitions.

To be considered for this fellowship your résumé and/or cover letter must demonstrate:

- Evidence of superior academic achievement, either in fields relevant to diversity or in fields that correlate to the book list of Duke University Press.
- Sustained personal engagement with low income communities and/or communities within the US that are under-represented in publishing; a demonstrated ability to bring the understandings gleaned from such engagement to the daily work of academic publishing.
- Commitment to pursuing a career in academic publishing.
- Commitment to full participation in fellowship-related activities and completion of the one-year term.

Please visit [https://www.dukeupress.edu/Careers](https://www.dukeupress.edu/Careers) and follow directions on left side of that webpage to complete the University-required application process prior to close of the position At Noon on Friday, March 16, 2018. Please apply for position #50998282, Staff Specialist. **M.A., M.S., or Ph.D.’s are strongly encouraged to apply!**

**Job Responsibilities Include:**

1) Assisting editors with screening of manuscript proposals.
2) Maintaining editorial records and tracking of projects throughout the acquisitions process.
3) Assisting editors with the review process; obtaining peer reviews of proposals and manuscripts; communicating with reviewers and requesting honoraria; preparing materials for contract approval and editorial board meetings; drafting book descriptions for editorial board packets.
4) Communicating with authors about manuscripts and art preparation.
5) Preparing manuscripts for transmittal into production; organizing artwork and permissions; communicating with DUP production team about art and manuscript preparation.
6) Attending academic conferences to represent Duke University Press.
7) Performing routine clerical duties, such as drafting and mailing letters, copying, and filing of correspondence.

**Education**

Work requires knowledge of basic mathematical, research and communications principles normally acquired through two years of post-secondary education.

**Experience**

Work generally requires four years of clerical or research experience to acquire strong skills in administrative or project research responsibilities as well as accepted office management, communications and research practices. A bachelor’s degree in a field of study directly related to the specific position may be substituted for the education and two years of the experience requirement. **OR AN EQUIVALENT COMBINATION OR RELEVANT EDUCATION AND/OR EXPERIENCE.**