Student Position, **Library Relations**
Marketing and Sales Group

**Occupational Summary:**
Duke University Press is seeking a student to work with our Library Relations team during the academic year 2018-19, for up to 10 hours of work per week between the general hours of 9am & 5pm Monday – Friday. The pay rate for this student position is $10.70 - $12 per hour, depending on educational level. Hours are flexible, and we are happy to work around class schedules and other commitments.

Students working with the Library Relations team earn valuable experience in customer prospecting, data collection and preparation, library relations and sales, and scholarly publishing. The selected student should be able to both work independently and be proactive in asking for new assignments; will be a clear communicator; should demonstrate a positive attitude, and show close attention to detail.

Duke University Press publishes about 120 new books each year, more than 50 journals, and multiple digital collections that bring together authors and readers to transform current thinking and move fields forward. Our mission is to curate and disseminate scholarship that is vital to people working at the forefront of their fields in the humanities, social sciences, and mathematics.

Duke University Press is located at 905 W. Main Street, in Downtown Durham @ Brightleaf Square, and is easily accessible via public transportation.

If interested please respond by e-mail before the position closes on Monday, August 20\textsuperscript{th}, 2018. Include your cover letter & résumé, along with three references, either work & academic, and e-mail to StudentJobs@dukeUpress.edu with the words “**Library Relations Student Job**” in the subject line.

**Job Responsibilities:**
- Provide administrative support to staff as needed, including data entry, scanning, filing, mailing, etc.
- Carry out market research and customer prospecting
- Assist in reporting
- Assemble library sales materials
- Process and archive site license agreements
- Assist in compiling usage statistic data
- Update and maintain departmental databases (website data, marketing projects, customer contacts)
- Additional tasks as needed

**Education:** Must be a currently-enrolled student, either undergrad or graduate

**Experience:**
- Adobe Acrobat
- Microsoft Word
- Excel