The University of California Press seeks an Editorial Assistant to provide administrative and editorial support to acquisitions editors in the humanities.

Responsibilities
• Assist two editors (one working off-site) responsible for signing, developing, and publishing high-quality books in history, Latin American Studies, food and culture, music, film, and media studies.
• Assist editors with manuscript and proposal review and solicit academic and instructor feedback on new book projects and revised editions.
• Conduct market research and prepare competitive overviews for new titles.
• Draft contracts from standard templates.
• Guide authors in preparing manuscripts for production, evaluate art and permissions and format files, and act as liaison to the production department.
• Respond to author requests and queries in a timely and professional manner.
• Prepare grant applications and marketing materials; solicit and edit blurbs.
• Perform clerical tasks such as copying, maintaining electronic and hardcopy files, maintaining data in shared systems, and processing invoices.
• Attend 1-2 academic conferences each year.
• Provide other administrative support as needed.

Required Qualifications
• Excellent verbal and written communication skills.
• Excellent organizational skills and close attention to detail.
• Ability to multi-task and work in a fast-paced environment.
• Good time management skills, with the ability to work independently.
• Demonstrate flexibility and adaptability in a rapidly changing environment.
• Work well with colleagues within and outside the acquisitions department.
• Ability to professionally represent the press.

Preferred Qualifications
• Prior experience in publishing, non-profit, or administrative settings.
• Demonstrated interest in one or more of the disciplines listed above.
• Bachelor’s degree.

Technical Skills
• Mastery of email and calendar management tools.
• Familiarity with Microsoft programs—including Excel—required.

About UC Press
University of California Press, one of the most distinguished university presses in the United States, enriches lives around the world by advancing scholarship in the humanities, social sciences, and natural sciences. UC Press is among the six largest university presses in the United States and, of these, is the only one located in the West and associated with a public university. We publish an international cast of authors working both within and outside the academy. Visit our web site at www.ucpress.edu
Interested candidates, please apply through the UCOP Jobs website: https://jobs.ucop.edu/applicants/Central?quickFind=58097. We regret that we are unable to respond to each resume. Only those individuals selected for interviews will be contacted.