

UNIVERSITY PRESS OF MISSISSIPPI

MCRAE PUBLISHING INTERNSHIP

- coordinating peer review
- preparing board materials
- scheduling conference meetings
- drafting letters of interest and rejections
- preparing launch forms
- filing, proofreading, and mailing

Fall and Spring: 25 hours/week | Summer: 40/week

Monthly Stipend: \$500/month, depending on hours worked

To apply, send a resume and cover letter to
Mary Heath at mheath@mississippi.edu



McRae Publishing Internship

University Press of Mississippi

The University Press of Mississippi is accepting applicants for the McRae Publishing Internship, generously supported by the Selby and Richard McRae Foundation, for the Fall, Spring, and Summer semesters. This is a great opportunity for English majors or anyone interested in **book publishing**.

With the McRae Publishing Internship, the Press offers a singular educational opportunity to young men and women interested in book publishing to start their careers as interns and gain valuable practical knowledge about the publishing industry. Interns will learn about publishing while providing assistance to and working under the supervision of the Press's full-time staff in a variety of tasks:

- checking permissions
- assisting in the creation of book descriptions, and captions
- preparing letters, reports, and checklists
- performing clerical duties such as filing and copying
- scanning books for electronic conversion
- maintaining multiple databases, including reviewers and rights

Summer interns should expect to work 40 hours/week for three months. Fall and spring interns should expect to work a minimum of 25 hours/week. The \$500 monthly stipend will vary based on the amount of time worked.

The McRae Internship is available each fall, spring, and summer semester, with the following deadlines for application:

Fall: July 30

Spring: November 10

Summer: April 10

All interns will be required to work at the Press offices in Jackson, Mississippi.

To apply, please send a cover letter and resume to Editorial Associate, Mary Heath, at mheath@mississippi.edu.

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