

The largest and only non-profit publisher in the state, University Press of Mississippi (UPM) seeks an Acquisitions Assistant (AA) to join a collaborative department responsible for soliciting and acquiring a balanced and innovative list of top-tier trade and scholarly books.

Functioning in a supporting role, this entry-level position is responsible primarily for assisting two Acquisitions Editors (AEs) with project management; peer review; preparing meeting materials; and finalizing manuscripts for copyediting; as well as routine clerical work such as data entry; scheduling meetings; and maintaining accurate files and records.

Successful candidates will be detail-oriented and organized, with excellent communication skills and a demonstrated ability to work collaboratively while maintaining productive professional relationships. The ideal candidate will be passionate about the humanities and will contribute to an energetic and motivated team in producing meaningful books about the South and its culture, as well as books vital to readers in African American studies, Caribbean studies, comics studies, film and media studies, food and foodways, history, and popular culture.

Duties include but not limited to:

- Review manuscripts, illustrations, and other material submitted by authors to confirm compliance with UPM guidelines;
- Assist with the process of peer review, including contacting, tracking, and reminding reviewers;
- Maintain, track, and secure necessary paperwork or information, including endorsements, questionnaires, contractual agreements, or other items;
- Prepare and maintain routine correspondence, accurate digital files, reports, meeting documents, and other material;
- Collaborate and coordinate within the department and with other departments;
- Assist with scheduling meetings and attending functions, conferences, or other events.

A bachelor's degree or the equivalent combination of education and experience is required. Preference is given to experience related to writing, publishing, bookselling, or similar fields.

The starting salary is \$30,000 per year, and comes with benefits through the State of Mississippi, including health insurance, wellness benefits, paid sick and personal leave, paid holidays, tuition reimbursement, and a retirement program. Press employees also receive on-site gym access, complimentary book allotments, staff discounts on books and merchandise, and free admission to special events. This position is currently designed as a hybrid of onsite and remote work. Specific telecommuting arrangements will be based on the needs of the position and authorized at the discretion of the supervisor.

Please visit [Indeed](#) for full application instructions. The closing date for this position is **Friday, October 6, 2023**.

UPM is an Equal Opportunity Employer committed to transparent, nondiscriminatory employment. All qualified applicants will receive employment consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

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