

MELLON UNIVERSITY PRESS DIVERSITY FELLOWSHIP PROGRAM

Employment Opportunity

The University Press Diversity Fellowship Program seeks to increase diversity in scholarly publishing by providing fourteen-month fellowships in the acquisitions departments of six university presses — the University of Washington Press, the University of Chicago Press, Cornell University Press, MIT Press, Northwestern University Press, and Ohio State University Press — with the support of the Association of University Presses and the Andrew W. Mellon Foundation.

The Fellowship

Through this fourteen-month, full time entry-level position, fellows will be immersed in the acquisitions department of a leading scholarly press, working closely with senior acquisitions editors, authors, and projects through the entire acquisitions process. Through this apprenticeship, they will acquire deep and specialized knowledge of how editors identify emerging areas of scholarship, work with authors to develop manuscripts, manage the process of peer review and revision, present projects for approval, and represent them through each stage of publication. Fellows will also work with other press departments including marketing, design, manuscript editorial, and production on behalf of specific book projects, and may take on additional projects to gain a deeper understanding of these other publishing areas.

Fellows will attend the Association of University Presses annual conferences at the beginning and end of their program, where they will have the opportunity to participate in workshops, meet with the other fellows in their cohort, and network with staff from university presses across North America. Fellows will be able to take advantage of all of the professional development opportunities for junior staff at the participating presses, including a series of monthly workshops designed specifically for this program.

Responsibilities

Responsibilities include screening manuscript proposals; researching competing books, potential course adoptions, areas of growth in emerging fields, and potential expert peer reviewers; contacting peer reviewers and tracking reviews; writing book descriptions; assisting with contract requests, production cost estimates, and financial projections for projects; guiding authors on manuscript formatting, art preparation, and permissions; preparing materials for internal editorial approval and launch meetings; representing their press and interacting with book buyers and authors at academic conferences, and attending in-house acquisitions, editorial review, press committee, transmittal, and launch meetings.

REQUIREMENTS

- » B.A. or B.S.
- » Commitment to using an understanding of the diversity of human experiences in developing, recruiting, and marketing manuscripts and books.

PREFERRED

- » M.A., M.S., or Ph.D.
- » Evidence of superior academic achievement, either in fields relevant to diversity or in fields that correlate to the major lists of the participating presses.
- » Commitment to pursuing a career in academic publishing.
- » Sustained personal engagement with low income communities and/or communities within the US that are underrepresented in publishing and a demonstrated ability to bring the understandings gleaned from such engagement to the daily work of academic publishing

COMPENSATION

Fellows will be compensated with a salary and benefits package equivalent to that of a full-time staff person in an entry-level acquisitions position at each of the participating presses.

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Application Process

Applicants must be citizens, nationals, or permanent residents of the U.S., or individuals granted deferred action status under the Deferred Action for Childhood Arrivals Program.

Applications will be considered in coordination with the six partner presses in the program. Please be sure to complete an application with the university website for each press you'd like to consider your application. Include a cover letter describing your interest in the program and your qualifications and experience that meet the requirements outlined above, along with a copy of your resume. If you're applying for the fellowship at more than one press, please use the same cover letter.

University of Washington Press: go to hr.uw.edu/jobs/ and search for job number 176703.

University of Chicago Press: go to uchicago.edu/jobs/ and search for job number JR07717.

Cornell University Press: go to hr.cornell.edu/jobs and search for job number WDR-00022497.

MIT Press: go to hr.mit.edu/careers and search for job number 18525.

Northwestern University Press: go to careers.northwestern.edu and search for job number 38451.

Ohio State University Press: go to ohiostatepress.org/about/jobs.html

All six participating presses are Equal Opportunity/Affirmative Action employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

DEADLINE

Search committees will begin reviewing applications after March 15, 2020. Selected fellows will be notified by April 15, 2020, to begin the fourteen-month fellowship on June 1, 2020.