

## Acquisition Associate, Purdue University Press – Req. 9950

### Job Summary

Reporting to the Director of the Press, the Acquisitions Associate (AA) assists with the publication of approximately 25 books per year, including overseeing the peer review process, editorial board, final submission, launch meeting, metadata, and research. The AA researches, solicits, and tracks potential peer reviewers. The AA handles all communication with the editorial board, including scheduling the meetings, preparing the docket for discussion, and recording and disseminating meeting minutes. The AA works directly with authors on the final submission process, including conveying final submission instructions; answering questions; and receiving all materials and checking for comprehensiveness including permissions, contributor consent forms, call-outs, and art. The AA formats and prepares projects for transmittal to the Editorial, Design, and Production Department, completes the transmittal form, and runs the transmittal meetings. The AA creates launch sheets; enters and updates all metadata; attends academic conferences; and conducts research projects as assigned, typically discipline-based or about competing publishers.

Purdue University Press is in the process of growing an interdisciplinary list in science and technology that is global in scope, topical, and touches on policy, environmental impact, and the cultural ramifications of a rapidly changing world. The successful candidate will have the opportunity to help shape this list from the outset.

**Cover letter is required to be considered for this position. Cover letter must include your interest in and qualifications for the position, as well as your past experiences, current interests and activities, and/or goals to promote a climate that values diversity and inclusion.**

#### Required:

- Bachelor's degree in humanities, social sciences or related field
- Knowledge of the structure and content of the English language, including the meaning and spelling of words and grammar
- Knowledge of Microsoft Office, including high-level skill in managing files and records
- Ability to communicate ideas and information to others at a high level both in writing and orally
- Ability to prioritize, organize, and accomplish work while managing multiple projects simultaneously
- Ability to work under pressure while still paying close attention to detail
- Ability to take initiative to learn new knowledge and skills
- Ability to work effectively with individuals from different viewpoints and backgrounds
- Ability to build relationships and respond courteously and effectively to others

#### Preferred:

- Internship in publishing, particularly with a university press
- Familiarity and interest in one or more of our established areas, including Central European studies, aeronautics and astronautics, Jewish studies (specifically the Holocaust, including memoirs), and the human-animal bond

#### Additional Information:

- Purdue will not sponsor employment authorization for this position
- A background check will be required for employment in this position
- FLSA: Exempt (Not Eligible For Overtime)
- Retirement Eligibility: Defined Contribution Waiting Period
- Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply

### Job Family

Communications and Engagement

**Job Sub Family**

General Communications

**Employee Class**

Professional

**Career Stream**

Professional 1

Pay Band S050

Link to Purdue University's compensation guidelines: <https://www.purdue.edu/hr/mngcareer/compguidelines/staffpb.php>

Job Code # 20003643

Link to Career Path Maker: [https://cpm.mendixcloud.com/?\\_ga=2.56634154.1642976899.1566391267-1652204999.1559663560](https://cpm.mendixcloud.com/?_ga=2.56634154.1642976899.1566391267-1652204999.1559663560)