POSITION ANNOUNCEMENT

Assistant Production Editor
Purdue University Press

Reporting to the editorial, production, and design manager of Purdue University Press (PUP), the assistant production editor works with the editorial team, focusing on the production of academic publications produced by the Joint Transportation Research Program (JTRP), which includes producing and supporting the creation and dissemination of technical reports. Specific responsibilities include copyediting, typesetting, and proofreading; managing distribution of JTRP reports; corresponding with authors and editors; performing quality checks on content received; tracking progress of content through all publishing processes to ensure deadlines are met; and maintaining detailed records.

Required qualifications:
- BA/BS with courses in Communication, English, 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 Qualifications:
- Knowledge of Adobe Creative Suite, book and journal design, and the manipulation of images and text files
- Skill using digital publishing technologies
- Understanding of Purdue University’s culture and strategic priorities
Environment: Purdue University Libraries (PUL), recipient of the 2015 Award for Excellence in University Libraries from the Association of College and Research Libraries (ACRL), is at the forefront of academic librarianship and redefining the role of the academic, research library in learning, discovery, and engagement activities of the University. Libraries faculty and staff are deeply involved in information literacy instruction and instructional design, redefining of learning spaces, scholarly communication, data management, and global outreach. Purdue Libraries faculty have expanded their collaborative endeavors with disciplinary faculty in integrating information literacy into the core curriculum. PUL is home to the first endowed chair in information literacy in the United States, established in 2008.

Purdue University Libraries is committed to advancing diversity in all areas of faculty effort, including scholarship, instruction, and engagement.

Opened in August 2017, the Thomas S. and Harvey D. Wilmeth Active Learning Center brings together six science and engineering libraries into a building that also houses 27 active learning classrooms that seamlessly integrates learning and classroom spaces at the very heart of the campus.

Purdue Libraries is a leader in the areas of data curation and library publishing services. Accomplishments in data curation include the development of the Data Curation Profiles Toolkit and the Purdue University Research Repository (PURR). PURR provides an online, collaborative working space and data-sharing platform to support the data management needs of Purdue researchers.

Purdue Libraries is an active member of state, regional, national, and international associations and consortia, including the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), the Coalition for Networked Information (CNI), SPARC, the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), the International Federation of Library Associations and Institutions (IFLA), and the Research Data Alliance (RDA).

Purdue Libraries is a founding member of both HathiTrust and DataCite. Purdue was one of four universities that collaborated with Ex Libris, Inc., on its Alma integrated library system, the next generation library management system. Collaboration and partnerships are hallmarks of Purdue Libraries both on and off campus, including partnership with ITaP (Information Technology at Purdue) and the Purdue Office of Research and Partnerships to provide assistance with funder data requirements.

Purdue University (http://www.purdue.edu/), located in West Lafayette, Indiana, in the historic Wabash River valley, is one hour from Indianapolis and two hours from Chicago. Renowned nationally and internationally for its programs in engineering, science, agriculture, and business, the University has over 43,411 students and 16,773 employees. Purdue is a member of the
Association of American Universities (AAU), Association of Public and Land-grant Universities (APLU), and the Big Ten Academic Alliance (BTAA). Purdue has the fourth highest enrollment of international students among public U.S. universities, with 8,936 undergraduate, professional, and graduate students in 2018.

The greater Lafayette area (http://www.homeofpurdue.com/) provides diverse cultural, social, and recreational activities.

“Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.” From Nondiscrimination Policy Statement, Purdue University http://www.purdue.edu/purdue/ea_eou_statement.html.

Salary and benefits:

Salary commensurate with experience in the context of Purdue University’s salary structure.

Purdue provides a generous fringe benefit package that includes retirement benefits as well as health, disability and life insurance, 22 annual vacation days, and tuition support for employee, children, and spouse/same sex domestic partner. Purdue University is responsive to the needs of dual career couples.

Relocation funding will be available and discussed on a case-by-case basis.

A background check will be required for employment in this position

Application process:

For consideration, submit resume and apply online for this staff position at: https://careers.purdue.edu/ REQUISITION #3159

A cover letter is required for consideration for this position. The cover letter must include your interest in and qualifications for the position, as well as your past experiences, current interests or activities, and/or future goals to promote a climate that values diversity and inclusion.

This position announcement can also be found at: www.lib.purdue.edu/about/employment.

Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.