



Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Assistant Editor

Department: Library/Amherst College Press Reports to title: Director of the Amherst College Press

Full Time: X Part Time: Date Prepared: April 25, 2019

Job Group & Level: PT-3 Regular Daily Work Schedule:

Pay Type: Weekly Monthly x Months Per Year: 12 Hours Per Week: 40

(Summer Months) Months Per Year: Hours Per Week:

1. Summary of Position:

The Assistant Editor is as a key member of two scholarly publishing teams, the Amherst College Press and Lever Press. The Assistant Editor functions as an acquiring editor and the operations manager to ensure editorial processes are developed, implemented, and tracked along the path of each title's development. Working alongside the Director of the Press, the Assistant Editor is responsible for establishing basic elements of the peer review process for both proposed works and complete manuscripts, and assuring the implementation of these elements, as appropriate, in the case of each title. In addition, the Assistant Editor is principally responsible for maintaining the digital presence of the Amherst College Press and Lever Press, working collaboratively with the Office of Digital Programs in the Amherst College Library.

The Assistant Editor takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

50 % Acquiring Editor

- Research, identify, and recruit scholars as peer reviewers, assigning manuscripts to reviewers.
- Develop and implement internal processes for the performance of peer review, contracting, and vendor relationships.
- Acquire four to five titles per year for the Amherst College Press. Through these choices, assist in shaping the editorial program of the Press.
- Acquire four to five titles per year for Lever Press.
- Attend scholarly meetings and independently initiate contact on behalf of the Press with potential authors.
- Participate in meetings of the Level Press Operations Group.

45 % Operations Management

- Manage the contracting process with authors including establishing deadlines for performance, assuring completion of reviews by deadline, and overseeing payments of honoraria.
- Prepare minutes of meetings of the Amherst College Press Editorial Board.
- Develop, prepare and distribute materials for meetings of the Amherst College Press Editorial Board as well as the Lever Editorial Board.
- Maintain and enhance the Amherst College Press website and social media.

5% Performs other duties/functions as requested.

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

- Initiates contact with potential authors and potential peer reviewers.
- Communicates with reviewers and authors to assure the timely execution of the submission and peer review process.
- Communicates with appropriate Library personnel, especially the business manager, to assure timely payment of honoraria.
- Represents the Press, as appropriate, at professional meetings.
- As a colleague within the Amherst College Library, serves as appropriate on library committees and task forces.

