

Permissions and Contracts Assistant

Editorial Administration and Rights Team

Supervised by: Senior Rights & Contracts Manager
Supervises: None
Status: Full-Time / Non-Exempt
Location: InterVarsity Press – Westmont, IL

PURPOSE:

To advance the purpose of InterVarsity Press, this position will coordinate IVP's permissions, assist with publishing contracts, and coordinate IVP's copyright and CIP registrations (28 hours per week) and assist in maintaining accurate book data and sending metadata and eBook to certain distributors (12 hours per week).

MAJOR RESPONSIBILITIES:

Coordinate IVP's Permissions

- Completing various tasks related to granting and obtaining permission to use copyrighted materials,
- Maintain IVP's account with Copyright Clearance Center

Assist with Publishing Contracts

- Preparing, sending, and processing IVP's publishing, contributor, freelance, and related agreements.
- Preparing and sending author welcome packets and related materials.
- Preparing cover letters and related correspondence
- Entering and maintaining data in IVP's databases (contract details, author information, etc)
- Maintaining contract templates and related documents.
- Performing other tasks for the editorial departments on request of the Sr. Rights & Contracts Manager or Editorial Directors

Coordinate CIP and Copyright Registrations

- Obtaining and communicating CIP data for IVP publications
- Registering copyright for IVP publications

Coordinate Data Entry

- Entering VIP updates in Advantage,
- Assisting with other administrative tasks, upon request.

QUALIFICATIONS:

- Annually affirm InterVarsity's Statement of Faith as a maturing disciple of Jesus Christ
- Bachelor's degree or equivalent.
- Excellent administration and organizational skills.
- Strong communication, relational and customer service skills, written & verbal.
- Strong sense of responsibility for accuracy and attention to detail.
- Good judgment and ability to work independently.
- Ability to work well with others.
- Flexibility to travel occasionally.
- Flexibility to attend Urbana Student Missions Conference every six years, Dec. 26-Jan.1, and National Staff Conference every three years (the year after Urbana), approximately Jan. 3-8
- Two or more years of work experience in the area of subsidiary rights is preferred but not required.

External Candidates: Please see instructions at ivpress.com/jobs to complete your online application and send your resume and cover letter to ivpcareers@ivpress.com.

For Internal Candidates Only: Please download and complete the Internal Application Form and also send your resume to ivpcareers@ivpress.com.

Permissions and Contracts Assistant InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)