

Rights Assistant (PT)

Editorial Rights and Contracts Team

Position Description

Supervised by: Associate Director, Rights and Contracts

Supervises: N/A

Status: Part-time (20-25 hrs./wk.)

Location: InterVarsity Press (Westmont, IL and/or Remote)

To advance the purpose of InterVarsity Press, this position will serve authors, and other royalty and rights-based payees by providing recordkeeping and reporting for rights/royalty transactions. This position will also monitor rights payments and perform collection activities as needed.

MAJOR RESPONSIBILITIES

Personal:

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world

Rights Receivables:

- Record, balance and allocate rights cash receipts based upon contract provision
- Review and understand the financial terms of individual royalty contracts
- Maintain proper recordkeeping of rights balances and payment activities
- Prepare monthly report of rights activity and balances
- Respond to inquiries from authors and rights payees
- Organize and maintain records and files

Rights Collections:

- Monitor rights accounts balances and identify overdue accounts.
- Contact customers with overdue accounts and attempt to either collect the overdue amount or negotiate a payment plan to collect it in installments.
- Maintain records of contacts and attempted contacts with delinquent account customers as well as records of any payments collected from the rights customer
- Submit regular reports on the status of unpaid accounts and any repayment progress

Contribute to the effectiveness of the Rights and Contract team by:

- Responding to telephone, email, and other inquiries in a timely manner
- Performing office and clerical functions to support own work and work of the team
- Partnering with other teams effectively to ensure cross-functional collaboration
- Assisting with other functions within the team as necessary

Maintain technical and professional growth and development:

- Stay current with computer programs InterVarsity uses to support the above functions
- Attend workshops and classes as necessary

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- High School diploma or equivalent, preferably Associates degree in Accounting or Business
- Strong oral and written communication skills
- Organized and detail oriented
- Ability to work the pressure of deadlines and work overtime as needed

- Ability to work in a team and contribute to a positive work environment
- Ability to handle financial information in an accurate and confidential manner
- Proficient in the use of Microsoft Office applications (Word, Excel, Outlook, PowerPoint)
- Working knowledge of Advantage CS (ACS) and MetaComet Royalty Tracker software helpful
- Demonstrated ability and commitment to working in a diverse team environment
- Flexibility to attend the Urbana Student Missions Conference every six years, Dec 26-Jan 1, and National Staff Conference every three years (the year after Urbana), approximately Jan 2-7.

External Candidates: Please see instructions at ivpress.com/jobs-and-internships 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

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.

Teamwork:

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)