

**Administrative Assistant**

Editorial Administration and Rights Team

Supervised by: Senior Rights & Contracts Manager

Supervises: None

Status: Full-Time / Non-Exempt

Location: InterVarsity Press – Westmont, IL (*no remote location or telecommuting*)

**PURPOSE:**

**To advance the purpose of InterVarsity Press, this position will** provide administrative support to the editorial department.

**MAJOR RESPONSIBILITIES:****Provide editor assistance**

- Coordinating requests for endorsements for IVP publications.
- Coordinating requests for outside readers to evaluate pending IVP publications.
- Distributing new books to editors, author, and others.
- Opening and distributing editorial department's daily mail.
- Responding to and/or forwarding general inquires
- Sending reprints to authors
- Preparing and sending general author correspondence (out of print notices, etc.)
- Coordinating magazine and journal subscriptions

**Organize and maintain editorial records**

- Maintaining editorial data in database(s)
- Organizing and maintaining digital files and physical files
- Labelling and filing new books, reprints and PODs for master file
- Scanning and filing documents

**Other responsibilities**

- Coordinating seasonal authors mailings
- Attending office and team meetings
- Relating well with personnel in all departments
- Completing other tasks as needed or assigned by the supervisor

**QUALIFICATIONS:**

- Annually affirm InterVarsity's Statement of Faith as a maturing disciple of Jesus Christ
- Bachelor's degree required
- 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 attend Urbana Student Missions Conference every three years, Dec. 26-Jan.1, and National Staff Conference every three years (the year after Urbana), approximately Jan. 3-8



**External Candidates:** Please see instructions at [ivpress.com/jobs](http://ivpress.com/jobs) to complete your online application and send your resume and cover letter to [ivpcareers@ivpress.com](mailto:ivpcareers@ivpress.com).

**For Internal Candidates Only:** Please download and complete the [Internal Application Form](#) and also send your resume to [ivpcareers@ivpress.com](mailto:ivpcareers@ivpress.com).