

Rights and Contracts Assistant

Editorial Rights and Contracts 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 assist IVP's rights and contract team by providing administration support in the areas of copyright, licensing, permissions, and/or contracts.

MAJOR RESPONSIBILITIES:

Respond to Permission Related Requests

- Complete various tasks related to granting and obtaining permission to use copyrighted materials,
- Assist in maintaining IVP's account with Copyright Clearance Center, as requested.

Perform Filing and other Administrative Tasks for the Rights and Contracts Team

- Obtain and communicate CIP data for IVP publications.
- Register copyright for IVP publications.
- File physical contracts, copyright registrations, and other important documents.
- File physical copies of licensed editions in IVP's master files.
- Assist with digital filing.
- Process requests from authors and licensing partners for book design files.
- Assist with basic tasks related to IVP's sublicensing, as assigned.
- Respond to basic inquiries on behalf of the rights and contracts team.
- Assist with communication licensing information to authors, colleagues, and others, as assigned.

Assist with IVP's Publishing Contracts

- Assist with maintaining and updating IVP's contract templates
- Assist with and/or prepare, send, and/or process various types of publishing agreements.
- Assist with sending author welcome packets and related materials.
- Enter and maintain data in IVP's databases (contract details, author information, etc.)
- Perform other tasks for the editorial department on request of the Sr. Rights & Contracts Manager or Editorial Directors

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

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)