



THE UNIVERSITY OF THE WEST INDIES

UWI PRESS

APPLICATIONS ARE INVITED FOR THE POST OF

EDITOR (GENERAL)

The successful Editor will have responsibility for managing all non-journal publications produced by the Press from submission to final publication.

Reporting to the Director, UWI Press, the appointee will assume the following duties:

Submissions Management:

Track all submission entries;
Identify appropriate peer reviewers to ensure the integrity of a double blind peer review system;
Preparation of submission materials for Press Editorial Committee consideration;
Communication with reviewers;
Communication with authors.

Editorial:

Copy-editing and proofreading;
Review and revise content for accuracy and quality including spelling, grammar, punctuation, and syntax;
Ensure content adherence to House Style and/or Chicago Style;
Preparation of files to meet production and publication deadlines.

Production management:

Commission design and layout of books;
Assign proofreading where necessary;
Assign indexing where necessary;
Liaise with authors for final proofread and approval for publication;
Ensure all relevant permissions in place

General

Assign and maintain ISBN log of Press publications;
Liaise with National Library of Jamaica to ensure timely receipt of CIP data prior to publication;
Ensure accurate content metadata;
Ensure delivery of complimentary copies to authors;
Liaise with Press sales and marketing division to ensure maximum promotional exposure;
All other job-related assignments including but not limited to commissioning and liaising with freelancers, post publication management and maintaining a status report log of all publications.

Qualifications and Experience

Bachelor's degree in English, communications or a related field;
Proficiency in Microsoft Office Suite;
Proven five years' work experience in a similar role;
In-depth knowledge of the publication process and best practices;
Excellent command of the English Language with superb verbal and written communication skills;
Ability to multitask and work under pressure.

Detailed application and full curriculum vitae should be sent under confidential cover to the University Registrar, Office of Administration, The University of the West Indies, Regional Headquarters, Hermitage Road, Kingston 7, Jamaica. e-mail: hrapplications@uwimona.edu.jm Three (3) referees (one of whom should be from your present organization) must be indicated. References should also be sent under CONFIDENTIAL cover DIRECTLY to the University Registrar at the above address without waiting to be contacted by The University.

Deadline for applications is March 28, 2023

The University of the West Indies thanks all applicants, however, only shortlisted candidates will be contacted.

