

Publishing Internships – Summer 2021 (Princeton, NJ)

Princeton University Press (PUP) is pleased to offer publishing internships in several department areas, including editorial, promotions/publicity and sales.

PUP is a strong advocate for greater diversity, equity, and inclusion in the university press community. Individuals who are members of groups underrepresented in academic publishing (which is, according to research by Lee & Low, historically a majority white, straight, cisgender, and nondisabled industry) are encouraged to apply.

In this program, students observe firsthand the inner workings of a major university press and learn about all aspects of the publishing industry. **Interns will be paid \$12 per hour. PUP's NJ office will remain closed for the summer so internships will be remote but due to payroll tax set-up, we will only be able to consider applicants who reside in the state of NJ.**

Scheduled work hours (total 15 to 20 hours per week) and the specific start and end date for PUP internships are flexible, depending on each intern's respective academic schedule.

The perks of being a PUP intern!

- Office and administrative experience that will introduce interns to the Press and to publishing in a concrete way.
- Opportunities to learn from a variety of departments and meet with staff throughout the Press.
- Writing and professional development workshops to support the acquisition of skills useful to pursuing future careers in publishing, scholarly communications, academia, or other writing-related fields.
- Opportunity to attend meetings to gain insight into editorial, marketing, design, and sales-related decision-making processes.
- Supervisors who act as mentors, providing support and advice, and who work to further the intern's appreciation and understanding of academic publishing.
- Celebratory lunch at the end of the program with Press colleagues and a member of PUP's senior management, as public health conditions permit.

Position Requirements

- Must be attending a two or four-year college or university or a recent college graduate.
- Must be at least 18 years old.
- Must possess basic familiarity and proficiency with Microsoft Office suite and be comfortable with internet research.
- Must possess excellent communication skills, both written and verbal.
- Must be detail-oriented, organized, and attentive to established procedures.
- Must be able to multitask and prioritize tasks.

EOE/AA/M/F/D/V

Princeton University Press is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

- Must be able to work well both independently and with others and have ability to synthesize feedback.
- Enthusiasm for collaboration, and commitment to professional codes of conduct which the Press's may be accessed at <https://press.princeton.edu/about/mission-values>

To Apply:

The deadline for applications is Monday, March 29th at 11:59PM EST.

We thank all applicants; however, only short-listed candidates will be contacted for interviews.

For the Summer 2021 session, we are currently accepting applications for internships in the following departments: Digital Marketing, Editorial and Finance Operations.

Applications will only be accepted in Microsoft Word or Adobe PDF formatting. Please submit to our recruiting website (URL listed below) a cover letter and resume and indicate which department(s) you are applying for an internship in the cover letter. We recommend that you look on the Princeton University Press website to find one of our books that feels meaningful to you. Mention the book in your cover letter and explain why you chose it.

INTERNSHIP DIRECT APPLY URL:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=30001&clientkey=974A67DA17E8D95AE1C19CF4D8426F23>

Department Internship Descriptions for Summer 2021

Digital Marketing

The digital marketing team is responsible for the creation and execution of a robust and targeted global marketing strategy. We continually measure our progress with a close focus on reader analytics and their online journeys, campaign performance metrics and retargeting strategies. The position is an opportunity to become familiar with the world of content marketing, digital analytics and strategic marketing, and the latest marketing platforms, which are highly transferable skills in any industry. Responsibilities include formatting and assembling excerpts, updating marketing plans with relevant campaign links, assisting in the organic growth of our social media channels, , , creating drafts of Twitter and Facebook ad campaigns, tracking and adjusting social media ads to optimize performance, updating e-newsletter subscriber lists, and more. The intern reports to the designated manager on a day-to-day basis, depending on the day's or week's project.

Editorial Internship

Editorial interns support editorial assistants, editorial associates, and assistant editors in performing office and administrative tasks involved in the signing, developing, and publishing of distinctive and outstanding books. Primary responsibilities include processing advance and fee payments; drafting and mailing form letters; ordering complimentary copies to send to readers

EOE/AA/M/F/D/V

Princeton University Press is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

and authors; drafting and compiling materials for dossiers for Editorial Board approval; and mailing manuscripts, page proofs, and books to authors, readers, and endorsers. Interns may also have opportunities to take on other tasks, such as reading and evaluating proposals under consideration for publication, filling out permissions logs and conducting permissions research, researching and contacting potential peer reviewers, or other special projects. The editorial intern reports to a designated editorial associate on a day-to-day basis, and to the editorial manager for overall supervision.

Finance Operations Internship

The finance operations department works at the intersection of finance, business, and tech to support key initiatives, including Business Intelligence reporting and analysis, large-scale systems migration projects, and financial planning. This position is an opportunity to see how finance supports the organization at large with a focus on how good data and a clearly stated business case, can lead to better decision making. Primary responsibilities will include: researching and assisting with requirements gathering for upcoming projects; updating processes for collecting data attributes; and participating in system data reconciliation efforts. The intern may also have opportunities to take on other special projects. The intern will report to the finance project analyst and provide support to the entire finance ops department.

EOE/AA/M/F/D/V

Princeton University Press is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.