Journals & Digital Projects Coordinator

University of Cincinnati Press seeks a dynamic and experienced hands-on individual to coordinate activities of our journals program and support platform operations, integration and technical responsibilities of OA and OER publications at the Press. The Journals & Digital Projects Coordinator oversees the digital journals program for University of Cincinnati Library Publishing Services (CLIPS) imprint at the University of Cincinnati Press with responsibilities for the day-to-day operations for submissions through hosting of seven open access and subscription digital journals. The Journals and Digital Projects Coordinator should have a solid grasp of basic copyright law, copyediting, understand online editorial workflows, and know how to prepare digital files for transfer to platforms for publication.

People of color, and those representing diverse and underrepresented populations are strongly encouraged to apply.

Location: Employee may work up to 100% remote. Must be available to work 9 – 5 ET. Applicants requesting remote work must have one plus years’ experience working remotely and references.

Timeframe: This is a temporary position. Anticipated length of assignment is 4 – 12 months. Position may be extended as needed.

Rate of Pay: $30.00/hour. 40-hour work week.

Reporting Line: Reports to the Director of the University of Cincinnati Press.

Duties:
- Technical Duties (40%)
  - Automate ingestion of backlist journal files using CSV and XML.
  - Troubleshoot user issues for Journals@UC, Pressbooks, and Manifold.
  - Oversee student workers with digital journal pre-flight and ingestion, and file creation and production.
  - Create and update splash pages and journal templates.
  - Enrich publications with integration of audio-visual and other digital media.

- Journals Project Management Duties: (35%)
  - Coordinate with all UC journal editors to publish new issues online.
  - Review and clean metadata to facilitate backlist file ingestion.
  - Train new journal editors and student workers on University of Cincinnati instillation of Open Journal System (OJS) processes, Journals@UC.
  - Maintain and improve web presence of Journals@UC.
  - Manage billing for CLIPS projects.
  - Review and provide input on read and publish agreements as needed.

- OER / OA Publication Duties: (25%)
  - Develop workflow for faculty and Press production use of Pressbooks.
  - Facilitate Pressbooks Canvas integration with UT IT and UCL IT.
  - Create Pressbook print and video tutorial, FAQ, and faculty and UC Press user documentation.
  - Create OER authoring Canvas class.
  - Curate Open Access resources appropriate for course adoption.
  - Assist with creation of OA and OER faculty tool kit.

Required Skills
- BA/BS required. Master’s in library science strongly preferred.
- Ability to prepare digital files for transfer to platforms for publication.
- Working knowledge and ability to use HTML, CSS, and XML required.
- Expert knowledge of Excel and Microsoft Office. Ability to create simple databases required.
- Strong data analysis skills required.
- Excellent written communication skills required.
- Strong project coordination and time management skills. Ability to work independently.

Preferred Skills
- One+year experience with library, journal, or journal publishing.
- Knowledge of basic copyright law, copyediting and online editorial workflows.
- Experience training, supervising and assigning work to student workers.
- Experience working with and conducting training for open access platforms including OJS, Manifold, Pressbooks, and open-source institutional repositories such as Scholar@UC.
- Basic coding/scripting skills.
To apply:
The University of Cincinnati Press is part of the University of Cincinnati Libraries. Founded in 2017, it is the first university press to publish books, interactive publications, journals and open educational resources and report to the Dean of the Libraries. For more information about the University of Cincinnati Press visit our [website](#).

This is a position of employment with a temp agency, not the University of Cincinnati. Screening of applications will begin immediately and continue until the position is filled. Virtual interviews will be conducted over Teams and Zoom. Please submit your CV or resume and a cover letter explaining why you are interested in the position. Email both documents to [ucincypressjournals@uc.edu](mailto:ucincypressjournals@uc.edu) c/o Elizabeth Scarpelli, hiring director.

*The University of Cincinnati, as a multi-national and culturally diverse university, is committed to providing an inclusive, equitable and diverse place of learning and employment. As part of a complete job application you will be asked to include a [Contribution to Diversity and Inclusion statement](#).*

As a UC employee, and an employee of an Ohio public institution, if hired you will not contribute to the federal Social Security system, other than contributions to Medicare. Instead, UC employees have the option to contribute to a state retirement plan (OPERS, STRS) or an alternative retirement plan (ARP).

*The University of Cincinnati is an Affirmative Action / Equal Opportunity Employer / Minority / Female / Disability / Veteran.*