

GRADUATE FELLOWSHIP: UNIVERSITY OF TOLEDO PRESS

TITLE: GRADUATE ASSISTANT – MASTERS LEVEL, DEPARTMENT OF ENGLISH

APPLICATION DEADLINE: FEBRUARY 15TH

(When the deadline falls on a weekend, applications will be due the immediately following Monday.)

Basic Functions and Responsibilities:

This person in this position works with activities related to manuscript development, editorship, book production, and marketing for the University of Toledo Press. This is a significant initiative involving regional outreach, engagement, public scholarship, and cultural development. Its objective is to advance the mission of the press “to publish professional quality books with relevance to general readers in [the region]. The press will consider scholarly and general nonfiction, fiction, photography or poetry manuscripts.” The person filling this position will work closely with the Director of the Press and the Managing Editor on various projects.

Characteristic Duties and Responsibilities:

The Graduate Assistant assigned to this position will assist the UT Press Director and Managing Editor on the following, among other things:

- Work with authors to solicit and develop manuscripts.
- Work with UT Press Managing Editor on fact checking, proofreading, production, and development of manuscripts.
- Communicate relevant information to other project stakeholders.
- Assist with manuscript reviews.
- Assist with development of marketing and sales plan for new books published by the UT Press, including coordinating and planning special marketing events.
- Locate, research, and coordinate publication permission for art to illustrate books.
- Generate project related reports as useful.
- Assist with UT Press website design and operation as needed.
- Position is a full-time GAship, which means 20 hours a week.

Funding:

The position is for one year; current English GAs earn \$10,500.

Supervision:

Supervision by Director and Managing Editor of UT Press.

Qualifications:

A Masters student in English, in either Literature or Writing Studies concentrations. Applicant must have career goals in addition to or other than post-secondary teaching, possess excellent oral and written communication skills, and have a demeanor and personality appropriate for interacting with authors, trade professionals, and community partners.

Link with Academic Program:

Ideally, the GA will have a clear career objective of public application of higher English studies in an area such as editorship, new media or digital publishing, book production, literary agency, or the book arts. An interest in marketing and methods for promoting products of the UT Press is desirable.

The UT Press provides an outstanding opportunity for the application of disciplinary skills in language and literature in professional contexts other than post-secondary teaching.

Application Process:

For funding consideration, submit a copy of your CV and a 2-page essay (double-spaced, one-inch margins, twelve-point font) in which you express your specific interests in pursuing this position.

In this essay,

- a) summarize any relevant qualifying experience you may have that might benefit your performance in this role;
- b) provide insight as to how the position will be useful to you in your specific professional pursuits;
- c) discuss how working in this particular environment will serve you as a graduate student in English.

Students awarded the fellowship must submit a 2-page report (double-spaced, one-inch margins, twelve-point font) elaborating on projects completed during the fellowship year. The report must be included in the M.A. portfolio, submitted in the student's final semester.