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| Job Title | Coordinator of Publications |
| PVN ID | LE-2411-006581 |
| Category | Research |
| Location | LEHMAN COLLEGE |
| Department | CUNY Mexican Studies Institute |
| Status | Full Time |
| Annual Salary | \$51,180.01 - \$51,180.01 |
| Hour(s) a Week | 35 |
| Closing Date | Jan 20, 2025 (Or Until Filled) |

General Description

CUNY MSI (Mexican Studies Institute) at Lehman College is dedicated to empowering the Mexican and broader Latinx communities in New York City through research, education, and community engagement.

The Coordinator of Publications will assist the Assistant Director for Research and Publications in the editorial and administrative operations of CUNY-MS University Press. Reporting to the Assistant Director for Research and Publications, the Coordinator will ensure the timely production of academic and creative works, support the management of research projects, and help promote the dissemination of knowledge related to the Mexican and transnational community.

Other Duties

Key Responsibilities:

- Demonstrating proficiency in managing editorial workflows, coordinating peer reviews, and ensuring the timely production of high-quality academic publications.
- Knowledge of transnational literary traditions and an understanding of cultural narratives that shape Latin American communities.
- Strong organizational skills to handle multiple projects, manage schedules, and coordinate with authors, editors, and production teams.
- Excellent writing and communication skills in both English and Spanish, with the ability to draft and edit academic content and promotional materials.
- Familiarity with digital publishing platforms and advanced use of software for manuscript editing and production.
- Experience in organizing and promoting events that bridge literature with other cultural forms, such as art and film.
- Manage the editorial workflow, including tracking submissions, coordinating peer reviews, and assisting in

copy editing.

- Oversee the design and production process, working with authors, editors, and designers to ensure high-quality publications.
- Prepare contracts, manage permissions and rights, and maintain accurate records of all publishing activities.
- Assist in organizing workshops and academic events related to research publications. Manage logistics, including facilities reservations and communication materials.
- Coordinate the promotion of publications through media relations and digital marketing. Prepare and distribute informational materials.
- Maintain data for reporting purposes, including metrics related to research dissemination and publication impact.
- Other duties as assigned.

Qualifications

Core Competencies:

- Strong organizational, writing, and editing skills in English and Spanish.
- Demonstrated experience in academic publishing or research management in a higher education environment.
- Excellent communication and interpersonal skills for engaging diverse stakeholders.
- Familiarity with IRB guidelines and data protection best practices.
- Strong computer skills, including proficiency in Microsoft Office Suite and advanced knowledge of MS Excel.
- Ability to work flexible hours, including evenings and weekends, as needed.

Qualifications:

- Master's degree required; Advanced terminal degree preferred in Latin American, Iberian, and Latino Literature with an emphasis on Migration Studies, Border Studies, and Comparative/World Literature.
- Publishing, Communications, or a related field.
- Previous experience as Managing Editor
- Experience in academic or professional publishing, with familiarity in coordinating peer-reviewed content.
- Strong organizational and project management skills.
- Excellent written and verbal communication skills in English and Spanish.
- Proficiency in office software and digital publishing platforms.
- Ability to handle multiple projects simultaneously and work effectively in a collaborative team environment.