

## POSITION VACANCY ANNOUNCEMENT

**POSITION TITLE:** Publications Editorial Coordinator

**CLASSIFICATION:** Editor

**REPORTS TO:** Director of LibraryPress@UF

**SALARY:** \$50,000 minimum salary; The Smathers Libraries offer a salary commensurate with experience and credentials.

The University of Florida offers a competitive benefits package including health, retirement, paid time off, discount programs, professional development and worklife support. [Learn more.](#)

**JOB NUMBER:** 530914 ([Apply online](#))

**DEADLINE DATE:** April 25, 2024 - applications will be reviewed as received

### JOB SUMMARY

The Publications Editorial Coordinator will continue to build a robust open access journal publishing program by leading program outreach and technical work for the LibraryPress@UF (LP@UF). This position will provide support to more than 20 active journals and guide new journals through the publishing process, from initial consultation to full publication. In addition, the position will work closely with the Director of LibraryPress@UF to support other scholarly publications (including monographs, digital scholarship projects, and more) through editorial review, author relations, content creation, and other needs related to digital and print publications.

The George A. Smathers Libraries at the University of Florida engage in library publishing as a collaborative endeavor. The Libraries publish scholarly journals, open access monographs and textbooks, and creative works, with an emphasis on promoting public access to scholarship and ethical practices in scholarly publishing. The Libraries' publishing initiatives complement the work of the University of Florida Press (UF Press) to collectively contribute to the shared missions of the Libraries, Press, and UF.

### RESPONSIBILITIES

#### **Florida OJ lead**

- Leads UF Libraries' flourishing open access scholarly journals program, with over 20 active publications, hosted by Florida Virtual Campus (FLVC) on the [Florida OJ](#) platform, an instance of the Public Knowledge Project Open Journal System.
- Serves as a point of contact for journal editors with support from appropriate Libraries personnel and FLVC.
- Provides basic orientation and training in Open Journals Systems (OJS) to journal editorial staff as needed, as well as providing links to existing OJS training videos and documentation.

- Registers Digital Object Identifiers (DOIs) through the [CrossRef](#) platform, following established workflows.
- Maintains partnerships with sustainable open access digital archives and directories, such as [CLOCKSS](#) and the Directory of Open Access Journals ([DOAJ](#)).

#### **Digital publishing and production**

- Collaborates with the LP@UF Director, student interns, and other stakeholders in the production of digital publications on various platforms, such as [Pressbooks](#) and [UFLIB Domains](#).
- Coordinates with project authors to complete publishing and rights agreements, document image permissions, and troubleshoot technical issues.
- As Associate Editor of [SOURCE](#), *the Magazine of the Smathers Libraries*, is responsible for uploading the magazine on Florida OJ, and supports the Editor-in-Chief in magazine development, story ideas, editorial review, proofreads, and produces relevant written materials.
- Ensures consistency of messaging and branding, utilizing best practices in design and accessibility.
- Copyedits and proofreads LP@UF publications, including scholarly monographs, edited volumes, textbooks, web-based digital scholarship, and educational resources.
- Supports development and maintenance of project style guidelines.
- Maintains an awareness of new publishing technologies, processes, and techniques.

#### **LibraryPress@UF facilitation**

- Researches and contributes to high-level program communications strategy.
- As a core LP@UF team member, collaborates with the Director to clarify and maintain imprint scope, contributes to style guide, program policies, and long-term planning.
- Collaborates with colleagues to promote published content, including award submissions.
- Consults with UF-based authors, Libraries colleagues, and students to plan, execute, and disseminate open access publications.
- Reads and evaluates submitted manuscripts.
- Follows up on meeting action items by communicating with participants, circulating resources, and/or creating new materials.

#### **Content curation and review**

- Liaise with metadata and digital services colleagues to upload publications and communications materials to appropriate UF Digital Collections ([UFDC](#)), Florida OJ, [LP@UF website](#), and other publishing platforms.
- Undertakes content formatting and reviews adherence to accessibility requirements, including creation of alt text.
- Makes recommendations to improve workflows.

#### **Other duties as assigned**

- Participates in other departmental activities, including public service and special projects as assigned.
- Participates in staff development and training opportunities.
- Opportunities to serve on various committees and task forces at the Library and University level.

#### **QUALIFICATIONS**

We value a range of experience and perspectives. Applicants are encouraged to communicate in their application materials and subsequent interview conversations how their work and other experiences satisfy the following qualifications in ways that may not be obvious.

**Required:**

A high school diploma and six years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

**Preferred:**

- Bachelor's degree in an appropriate area of specialization and three years of appropriate experience or an equivalent combination of education and experience.
- Excellent writing and verbal communications skills. Demonstrated knowledge and writing abilities for multiple formats, styles, techniques, and platforms for publishing materials.
- Should possess a proficiency in communicating effectively with diverse audiences in conversations and in writing.
- Ability to effectively communicate and accurately interpret information, ideas, and needs.
- Experience developing communications materials, for instance for scholarly or educational projects (e.g., blog posts, press releases, social media, etc.).
- Working knowledge of website content management systems or publishing platforms, such as Pressbooks or Public Knowledge Project Open Journal System.
- Knowledge of basic accessibility standards, including web accessibility and tools for more inclusive meetings.
- Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives.
- Evidence of excellent interpersonal skills including oral and written communication.
- Ability to work both independently and collaboratively to accomplish goals.
- Flexibility, and ability to adapt and work in a rapidly changing academic environment.
- Basic computer skills and experience with Microsoft Software.

**LIBRARYPRESS@UF**

The LibraryPress@UF is dedicated to disseminating scholarly journals, open access monographs, textbooks, and creative works. Our focus lies in promoting widespread access to academic knowledge while adhering to ethical standards in scholarly publishing. Our initiatives complement the efforts of the University of Florida Press (UF Press), collectively advancing the shared goals of the Libraries, Press, and UF.

**UNIVERSITY OF FLORIDA LIBRARIES**

The libraries at the University of Florida form the largest academic information resource system in the state of Florida with seven libraries and two off-campus facilities. The [George A. Smathers Libraries](#) are comprised of six campus libraries and off-site facilities. In addition to this system, the [Lawton Chiles Legal Information Center](#) is part of the Levin College of Law. The Libraries hold over 6.27 million print volumes, 1.5 million e-books, over 197,000 full-text journals, over 1000 electronic databases, 1.3 million documents, and 1.4 million maps and images. Distinctive holdings include the Isser and Rae Price Library of Judaica, Latin American and Caribbean Collection, Baldwin Library of Historical Children's Literature and the P.K. Yonge Library of Florida History. The Libraries maintain partnerships and participate in a variety of collaborative, international projects while engaging with the UF community. We are a member of the Association of Research Libraries (ARL) and other regional library consortia.

The [library staff](#) consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries' commitment to both is articulated in the [Inclusion and Intellectual Freedom Statements](#). Support for professional development is central to the Smathers Libraries. Supports include a formal mentoring program, a robust training program, release time for research and professional service, a comprehensive grants program, and funding for professional development travel.

## **LIBRARIES LAND ACKNOWLEDGMENT**

The Smathers Libraries acknowledge that the main (Gainesville) campus of the University of Florida is located in the ancestral territory of the Potano and later the Seminole peoples. The Smathers Libraries acknowledge its obligation to honor the past, present, and future Native residents and cultures of Florida.

## **THE UNIVERSITY OF FLORIDA**

The University of Florida (UF) was named the #1 public university in the country by the Wall Street Journal in its “2024 Best Colleges in the US” report and is also currently among the “Top Ten Public Universities” in the U.S. News and World Report and seventh in Forbes “Colleges that Deliver a High Bang for Your Tuition Buck” (2023). The University of Florida (UF) is the state of Florida’s preeminent university, as well as the state's oldest and most comprehensive university. UF is among the nation's most academically diverse public universities and is one of only 17 public, land-grant universities that belong to the [Association of American Universities](#). UF has 16 academic colleges offering a variety of established programs for students seeking to earn undergraduate and graduate degrees. In addition to attracting over \$1.25 billion in research expenditures last year, UF Faculty foster a uniquely collaborative environment that transforms potential into actual results. UF is one of the largest universities in the nation, with more than 60,000 students. A snapshot of the [student body diversity statistics](#) is available online from UF Institutional Planning and Research. [Learn more about the University of Florida and what makes us great.](#)

## **BENEFITS**

[University benefits](#) for this position include retirement plan options, insurance benefits, paid family leave (parental and medical), tuition fee waiver program, and employee assistance program, as well as paid time off and holidays. Gainesville, Florida, has no state or local income tax.

## **AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY**

The University of Florida is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, parental status, pregnancy, national origin, political opinions or affiliations, genetic information, and veteran status in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. We are dedicated to the goal of building a broadly diverse and inclusive faculty and staff within a culturally diverse and pluralistic environment; we invite all qualified applicants including women, members of underrepresented groups, individuals with disabilities, and veterans. The University of Florida is a public institution and subject to all requirements under the Florida Sunshine and Public Records laws.

If an accommodation due to a hearing or speech disability is needed to apply for this position, please call 352-392-2477 University of Florida Human Resources or the Florida Relay System at 800-955-8771 (TDD).

## **GAINESVILLE COMMUNITY**

Gainesville and the surrounding community are home to approximately 280,000 people and both the University of Florida and Santa Fe College. Beautiful natural areas, including many spring-fed lakes and rivers, are a boon for outdoor adventurers. Museums, music festivals, and major performing arts institutions round out the community's rich cultural heritage. The city is just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is an [award winning](#) and innovative city, friendly to both professionals and families. The [Guide to Greater Gainesville](#) combines award winning photography and compelling articles that capture all the reasons for calling Gainesville your next home. The City of Gainesville is a progressive municipality that seeks to [promote racial equity](#). The area has numerous opportunities for participating in community athletics and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive.

**APPLICATION PROCESS**

To apply, submit

- a cover letter detailing your interest in, and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)

Apply by 11:55 pm (EST) on April 25, 2024 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [Job Number 530914](#). If you have any questions or concerns about this process, please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at [tlitchfield@uflib.ufl.edu](mailto:tlitchfield@uflib.ufl.edu).