Princeton University Press
Reporting to Lyndsey Claro, Chief of Staff
Position starting date: September 16, 2019
Position end date: December 15, 2019

Princeton University Press seeks applicants for the University Administrative Fellows (UAF) Program. Interested applicants should submit a cover letter and a copy of their résumé via email by May 15, 2019 to Lyndsey Claro, Lyndsey_claro@press.princeton.edu

About Princeton University Press (PUP)
As a vital member of the global university press community, PUP publishes peer-reviewed books that connect authors and readers across spheres of knowledge to advance and enrich the global conversation. We embrace the highest standards of scholarship, inclusivity, and diversity in our publishing. With offices on the Princeton University campus, in Woodstock, Oxfordshire UK, and in Beijing, China, we publish for a wide range of scholars, students, and general readers.

Learning Objectives
PUP is seeking a University Administrative Fellow (UAF) for the fall of the 2019 academic year to focus on the future diversity of PUP’s publishing program. The UAF will work closely with the Director and Chief of Staff on researching the diversity of PUP’s author pipeline and book publications program, along axes of geography, gender, and race, and in comparison with other university and scholarly publishers. PUP is actively committed to a diverse and inclusive publications program, and this UAF research will provide key metrics of assessment from which the Press will benchmark growth over the years to come.

The UAF will have the opportunity to learn by working on the following:
- Perform research on the author pipeline demographics of PUP, by discipline and book type
- Gather research on publishing trends among university and scholarly publishers, globally
- Participate in cross departmental conversations and meetings about the demographics of university press publishing
- Mapping publishing trends against trends in higher ed

The UAF will also have occasion to join in meetings with staff, with PUP authors, and with partners at the university and beyond. Director Christie Henry joined the Press in September of 2017, and is prioritizing diversity and inclusion in the Press’s current strategic initiatives. As this is a cross departmental initiative at PUP, the UAF will be able to learn about fundamental collaboration and leadership skills in an evolving non-profit organization.

This position will provide a unique opportunity to apply research skills and gain experience in scholarly publishing trends, while allowing the UAF to positively impact the mission of Princeton University Press.

Qualifications
Strong research skills and experience with data analysis preferred. Strong interpersonal and communication skills. Backgrounds in social sciences, sciences, and humanities all welcome. Basic computer skills are required.