



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Publishing Assistant

Department/Division: LSE Press

Accountable to: Head of Publishing

Job Summary

LSE Press, based within LSE Library, is an open access publisher of social science books and journals. The Press plays a key role in the School's wider commitment to open research, which is part of LSE's Research for the World 2030 Strategy. Established in 2018, the Press is undergoing a period of growth, with ambitions to establish itself as a publisher of choice in the social sciences and a champion of open social science practices.

To support our growth plans, we are now recruiting a Publishing Assistant who can provide administrative support to ensure the smooth day to day running of Press activities and help us provide outstanding customer service to our authors. Reporting to the Head of Publishing, the role will provide support across our books and journals programmes and over the whole publication lifecycle, including commissioning, comms and production.

The role would suit someone looking for their first job in academic publishing, who is keen to develop a broad knowledge across publishing functions and gain a strong understanding of the vibrant non-profit open access publishing sector. The postholder will need to be flexible and possess a positive, proactive attitude and approach to working in a busy team.

Duties and Responsibilities

Books and Journals

- Coordinating the peer review process for our books programme
- Liaising with authors, editors and contributors to ensure timely completion of the contract process
- Keeping the book forward programme up to date and liaising with the wider team and authors to ensure publication schedules are managed
- Preparing manuscripts for handover to production
- Liaising with authors regarding permissions and providing advice on copyright
- Carrying out post-publication administration
- Providing administrative assistance for the journals programme
- Answering author queries

Communications



- Providing support for the planning and implementation of marketing and publicity campaigns for books and journals
- Sourcing endorsements for forthcoming titles
- Assisting with running of social media channels and the LSE Press blog, including content creation
- Providing support in the coordination of events and book launches, and on occasion attending events on behalf of the Press
- Assistance with specific comms projects

General

- Organisation and minuting of quarterly Editorial Board meetings
- Keeping databases up to date
- Liaising with authors and responding to internal and external queries from stakeholders
- Providing additional administrative support as required to ensure the smooth day to day running of the Press

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.