Journal Coordinator (full-time, 35 hours/week)
Catholic University of America Press
Position 101734

Position Summary: The Catholic University of America Press is the publishing division of the national university founded by the Catholic bishops. The Press publishes 35 scholarly books annually on Catholic theology, philosophy, and church history and publishes or distributes several high-quality academic journals in the fields of theology, philosophy, history, and canon law. The Journals Coordinator is responsible for maintaining day-to-day relationship between the editors of the journals, typesetters, printers, and fulfillment services. The coordinator is responsible for the financial reporting and payments associated with these journals.

Essential Responsibilities Include: Ability to work with distributor, customer service representatives, journal editors, typesetters, and printers to coordinate the subscription, printing, and shipping process for the press's academic journals. The journals coordinator will take financial information from vendors and distributors and enter that data into Cardinal Financials, as well as maintain the Press Ledger. The journals coordinator will coordinate a smooth transition to the distributor when the Press takes on a new journal. Tracks monthly and yearly finances for the journals department and paying bills through procurement/AP. Ships claims and back-issues purchases. Organizes and inventories back issues. Sells and places journal ads. Formats and uploads journal issues to Project Muse, and carries out journals-related special projects.


How to apply: forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process): CUAreCRURecruitment@cua.edu. Reference position 101734 in subject line of email. Please do not include photos on resumes and save documents with first/last names. Applications close on 9/09/16.