



Project Editor

Cognella Active Learning Imprint

Cognella, Inc. is seeking a Project Editor to join our Active Learning publishing team, play a primary role overseeing the editorial development of forthcoming interactive activities, and successfully manage client relationships. In this position you will be responsible for ensuring the delivery of high-quality digital content according to a planned schedule of publication. You will regularly consult with our authors and coordinate all necessary activities and tasks needed to prepare the handoff of organized and well-rounded content to our production team. This position is an integral part of the company that has a high influence on client management and title preparation, both of which directly impact the overall success of the company.

The ideal candidate will possess natural communication skills and an ability to develop and maintain strong client relationships. This person should be organized, efficient, and well-versed in best practices for digital content. This position requires someone with a collaborative spirit and get-it-done attitude, who is excited to help mold content for a student audience. This is an amazing opportunity to impact student learning, expand your own portfolio of work, and to develop lasting associations with academics in a variety of fields and disciplines.

RESPONSIBILITIES

- 1) Project Management
 - Serve as a principal liaison to our clients and have informed discussions on all aspects of the publishing process with our authors/editors and stakeholders
 - Partner with your assigned acquisitions editors to manage all aspects of title development—from the moment the agreement is signed to delivery of raw content to production
 - Provide resources for new authors, leading them through successfully developing interactive learning activities and offering tools to assist them
 - Maintain project schedules and keep projects running on time
 - Coordinate project activities with internal and external teams, from creative to sales, communicating clearly and effectively with various stakeholders
 - Build strong, lasting relationships with authors while being brand ambassadors for Cognella
- 2) Editorial Development
 - Determine project scope, review activity and tool options with authors, and facilitate the provision of editorial feedback from instructional designers and other writing consultants—all in the interest of arriving at a cost-effective, outcome-driven, effective tool for students
 - Perform benchmarking and coordinate peer reviews
 - Identify and pursue new business opportunities stemming from current projects
 - Apply specialized knowledge toward the department and company's further development
- 3) Administration + Reporting
 - Use our existing database for project tracking and regular reporting
 - Update internal teams on weekly metrics, sharing progress made across projects
 - Develop new reports and tracking tools that can be used by all team members
 - Review and analyze performance during previous publishing terms; offer and implement ideas for improvement



QUALIFICATIONS

Minimum Qualifications:

- Bachelor's degree
- Professional demeanor with superior communication skills; you must be a great conversationalist with an ability to “talk content” and be a peer with college professors
- Proven ability to build, grow and manage successful client relationships
- Exceptional organizational skills with ability to prioritize daily operations in order to meet deadlines, ensure efficient workflow, and handle multiple tasks simultaneously
- Must be a team player willing to help others and foster cohesive relationships
- Flexibility and willingness to adapt to changes in duties, responsibilities, and processes
- Willingness to invest in a positive and engaged company culture
- High proficiency using software including Microsoft Office, PowerPoint, Outlook and virtual meeting tools
- Familiarity with instructional design methodology, including ADDIE, AGILE and backward design, and applications for online learning
- Demonstrated experience building digital learning tools and adapting for learning management systems

Preferred Qualifications:

- Experience with editorial processes and higher-education content
- Experience with customer relationship management or sales management software

Reports to: Senior Acquisitions Manager

Status: Full-Time, Exempt

Start Date: Immediate

Location: This position is based out of our corporate office located in the Sorrento Valley area of San Diego, California. Relocation assistance is not available for this position.

Compensation: Competitive salary, bonus, and benefits package (health, vision, dental, generous vacation, holiday, and sick time, and 401K matching plan).

ABOUT US

Cognella® is redefining academic publishing by creating teacher-driven, student-centric higher education course materials in print and digital formats under three imprints: Cognella® Academic Publishing, University Readers®, and Cognella® Active Learning. Cognella also publishes engaging nonfiction titles featuring modern perspectives as Cognella® Press. Learn more at www.cognella.com and www.cognella.com/active.

Cognella was also recently awarded a 2017 Top Workplaces designation by the San Diego Union-Tribune. We're proud to offer Cognella team members a work environment that fosters collaboration, innovation, and the opportunity to contribute significantly toward the goals of the company.

Cognella, Inc. is an Equal Employment Opportunity (EEO) employer.

To Apply: For consideration, please e-mail a cover letter, résumé, and recent compensation history to careers-custom@cognella.com. All submissions will be held in confidence.

Recruiters, please do not contact this job post.

