



Associate Editor

Cognella Academic Publishing Imprint

The Cognella Academic Publishing imprint of Cognella, Inc. is immediately seeking an Associate Editor to join our fast-moving and close-knit publishing team and to provide essential support for our forthcoming textbooks. In this position, you will be responsible for the completion of tasks that relate to the editorial development of academic textbooks. Additionally, you will engage in communication with authors in a variety of disciplines nationwide, providing them with resources and guiding first-time authors through the process of creating a manuscript.

The ideal candidate will possess strong editorial skills and have a proficiency in Adobe Acrobat and Microsoft Office applications. They should be able to learn new programs and processes quickly, possess an innate curiosity about the inner workings of publishing, and have the drive and direction to complete their work thoroughly and efficiently. This position requires someone who is eager to build strong relationships, with a collaborative spirit and get-it-done attitude. This is an amazing opportunity to learn and grow a career in publishing in a thriving entrepreneurial environment.

RESPONSIBILITIES

- Support acquisitions and editorial staff with receipt and review of manuscripts, including summarizing written material
- Liaise with other internal teams—including licensing, marketing, creative, and operations—at varying phases throughout the publication process
- Log materials and provide research assistance
- Scan and clean content received in hard copy
- Assist editors with conducting peer reviews and benchmarking
- Coordinate assignments to freelance vendors
- Use our existing database for project tracking, keeping records up to date
- Maintain telephone and e-mail correspondence with clients under direction

As the associate editor develops further expertise, the position may grow to involve:

- Pitching and developing new processes that improve or ease client or internal efforts
- Updating and rewriting material and writing new material
- Providing manuscript feedback directly to authors
- Applying specialized knowledge toward the department and company's further development
- Taking part in building training systems for new employees

QUALIFICATIONS

- Professional demeanor paired with strong interpersonal and communication skills (written and verbal), including the ability to present information clearly one-on-one and in group settings
- Proven organizational skills with a strong ability to keep long-term projects running on time
- Thorough understanding of English grammar and experience with editorial processes
- Superb attention to detail
- Strong analytical skills
- Ability to work well under pressure in an environment of rapidly changing deadlines and priorities and to meet or exceed deadlines
- Motivation to work independently
- Exceptional problem solving skills
- Ability to work cohesively and productively with colleagues





- Flexibility and willingness to adapt to changes in duties, responsibilities, and processes
- Willingness to invest in a positive and engaged company culture
- Proficiency using computer software including Microsoft Office and Adobe Acrobat Pro

MINIMUM EXPERIENCE

1+ year of previous experience working with an editorial team is required. Preference will be given to those with an academic publishing background.

MINIMUM EDUCATION

Bachelor's degree strongly preferred

REPORTS TO: Senior Managing Editor

STATUS: Full-Time, Non-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 and benefits package (health, vision, dental, generous vacation, holiday, and sick time, and 401K matching plan) with bonus opportunity based on optional participation in our wellness program.

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

ABOUT US

Cognella is a leading provider of personalized higher-education publishing solutions, operating Web properties and services under two brands: Cognella Academic Publishing (www.cognella.com) and University Readers (www.universityreaders.com). We enable professors to control their choice of content, allowing them to design and tailor course materials to specific courses and learning objectives. Our unique approach has enabled us to become a trusted source for more than 4,000 instructors and 125,000 students annually at over 600 colleges and universities nationwide. Cognella has approximately 70 employees and is headquartered in San Diego.

Cognella offers all of our team members a stimulating and entrepreneurial work environment in Sorrento Valley, great colleagues, and the opportunity to shape their positions. So, if you have a “fire in your belly” to succeed, have a great attitude, and have always wanted to be part of a tight entrepreneurial team, this is your chance to join our company and break new ground in the academic publishing space.

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

Recruiters please do not contact this job post.

