

University Press of Mississippi Internship

The University Press of Mississippi is pleased to announce the McRae Publishing Internship, generously supported by the Selby and Richard McRae Foundation.

As the only university press in Mississippi and the largest publisher in the state, the University Press of Mississippi represents the state to the rest of the nation and the world via its distinguished list of titles on scholarly, regional, and national topics.

With the McRae Publishing Internship, the Press offers a singular educational opportunity to young men and women interested in book publishing to start their careers as interns and gain valuable practical knowledge about the publishing industry. Interns will learn about publishing while providing assistance to and working under the supervision of the Press's full-time staff in a variety of tasks:

- Proofreading
- Checking permissions
- Assisting in the creation of book descriptions, captions, and indexes
- Preparing letters, reports, and checklists
- Maintaining the press's reviewer database, marketing mailing list, and e-mail contacts
- Performing clerical duties such as filing and copying
- Scanning books for electronic conversion
- Checking the quality of e-book editions
- Maintaining an electronic rights database
- Assisting in the dissemination of information to the press's electronic partners

Previous interns have gone on to jobs in publishing or related fields or continued their education by attending university-affiliated publishing programs.

Summer interns should expect to work 40 hours per week for three months. The monthly stipend will be \$500 per month. Fall and spring interns should expect to work a minimum of 25 hours per week with a preference for more hours if possible. The monthly stipend will vary based on the amount of time worked. All interns will be required to work at the Press offices in Jackson, Mississippi.

The internship is open to applicants attending an institution of higher learning in the US or having graduated within the past year. It is a competitive internship with applicants being interviewed by the press staff in person or by phone.

Position: McRae Publishing Intern

Stipend: \$500 per month, depending upon hours worked

The McRae Internship is available each fall, spring, and summer semester, with the following deadlines for application:

Fall: July 10

Spring: November 10

Summer: April 10

Please submit cover letters and resumes to Assistant to the Director, Emily Snyder Bandy, via e-mail at ebandy@mississippi.edu. Please indicate in your cover letter for which semester you are applying.