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Manager II: UJ Press Online Publishing (P7) (Library & Information Centre) 3 YEAR CONTRACT

Advert reference: uj_000047

Advert status: Under Review

Apply by: 22 March 2021

Position Summary

Industry: Education & Training

Job category: Education and Training

Location: Johannesburg Metropolitan

Contract: Fixed Term Contract

Remuneration: Market Related

EE position: Yes

Introduction

The University of Johannesburg (UJ) is a vibrant and cosmopolitan university anchored in Africa and intent on global excellence and stature. With an emphasis on independent thinking, sustainable development and multiple partnerships, UJ is an international university of choice.

Job description

Working with a high degree of independence and under limited direction, the Online Publishing Manager will effectively and efficiently manage the University of Johannesburg's Online Press. The Online Publishing Manager will perform complex and diverse duties in establishing, implementing and developing the reputation and sustainability of the University of Johannesburg's Online Press.

Responsibilities:

Publisher

- Design and layout of publications in Adobe InDesign
- Packaging journals and publications for online distribution (PDF, ePUB, XML, HTML)
- Compiling metadata for publications (working knowledge of ONIX would be an advantage) and loading them onto online platforms
- Assisting in publication processes, including:
 - o Evaluating manuscripts;
 - o The peer review process;
 - o The costing of manuscripts;
 - o Contracts;
 - o Scheduling;
 - o Production and Distribution.

- A rigorous and transparent peer review process.
- It must use academics of a high calibre as editors and employ excellent language editors.
- The layout and copy-editing must be consistently professional.
- Direct the design and content of each publication in order to improve the overall impact.
- Review all submitted monographs/submissions before publication to ensure material is accurate.
- Training of authors to market their work most effectively on social media.
- Perform other duties as assigned

Public Relations, Marketing and Social Media

- Establish a UJ Online Press Brand
- A key function of the UJ Online Press will be to work with scholars, particularly emerging scholars, to market their monographs in order for them to realise a high impact and citation rate.
- Teaching scholars how to become more actively involved in the marketing of their monographs on academic platforms.
- Make short promotional videos and generate discussion groups.
- Having a very good marketing programme for authors to obtain a competitive edge that the UJ Online Press could offer authors.
- Serve as the “face” of the Online Press in managing the Online Press matters.
- Serve as the point person between authors, reviewers, staff, editor in chief, associate editors and editorial board.
- Create valuable and engaging content for all the Library social media platforms that attracts and converts our target groups.
- The press must quickly develop a reputation for excellence

- A Degree in Publishing or relevant field of study
- 2-3 years’ relevant work experience

Competencies and Behavioural Attributes:

- A Master’s Degree in Publishing or relevant field of study
- 2-3 years’ relevant work experience
- High accuracy and attention to detail
- Language editing skills (English)
- Good knowledge of the Academic environment
- Working knowledge of Open Monograph Press and Open Journal System
- Sound work ethics
- The ability to work under pressure
- Organisational skills
- Computer skills (specifically in Adobe CC and Microsoft Office)

Recommendations:

- Familiar with both OJS and OMP platforms.
- Computer skills (specifically in Adobe CC and Microsoft Office)
- Book design experience and creative flair

Do you require help with the registration process?

Our Support team is here to assist. Tel: 010 140 3099 Email: ujsupport@pnet.co.za