**Jobs in Publishing**

**Sales Representative**
Starting salary for sales reps’ positions are $25 - $30,000, depending on location. In addition, reps receive company cars. Every rep has a bonus plan in effect, tailored to the territory and the rep’s experience. Bonus plan in addition.

Requirements for the position are BS or BA degree and curiosity. There is plenty of training but independence is a must. The use of computers is a requirement. In general, reps spend most of the academic year on campus talking with faculty in different disciplines. There are also weekly reports required during the academic year. Holidays and summer are more relaxed and spent largely in your home office (literally) doing a lot of deskwork.

**Editorial Assistant**
Assists the publishing team in the overall development of products by coordinating manuscript reviews and maintaining all necessary records. Assists editor with correspondence to authors, internal and external customers, reviewers, and sales reps. Coordinates review of manuscripts by maintaining reviewer database, selecting reviewers, preparing and mailing material and monitoring deadlines. Assists editors and team members in communicating with authors, internal and external customers and other team members. Assists with preparing art and texts manuscripts for production, and generally overseeing schedules. Takes initiative on the completion of routine tasks as assigned.

B.S. or B.A. degree preferred. Strong administrative experience. Proficient in Windows environment. Accurate word processing skills a must. Database skills a plus. Must have the ability to work well with a minimum/moderate level of supervisión.

Editorial Assistant is an entry level position at all publishing. The salary range is about around $25,000-30,000 and is again based on experience, etc.