

## **Academic Production Assistant (Part-Time, Temporary)**

University Readers is taking the college textbook publishing industry by storm! Come be a part of the experience! Work with a great group of people, while earning solid cash and gaining valuable office work experience to help bolster your resume! As a Production Assistant, you will have a hand in completing the “nuts-and-bolts” activities of our publishing service – a service that is loved by thousands of university professors and over 100,000 students across the country. Production Assistants perform publishing project assignments (i.e. table of contents creation, pagination, copying, quality control, etc.), and special assignments as needed (research, marketing and sales support, etc.)

This is a part-time and temporary position. The duration of your employment may last from several days to several weeks, depending on the seasonal work flow.

### **Qualifications**

- Adept with computers, including word processing, PDF's, database entry, etc.
- Excellent interpersonal skills, including the ability to exercise tact, mature judgment, diplomacy, and flexibility to promote positive working relationships with your colleagues and our clients (we LOVE professors and students and you must as well)!
- Strong, demonstrated organizational skills.
- Ability to work independently and cooperatively to assist in accomplishing business goals and objectives.
- A drive to seek excellence with a "whatever-it-takes" attitude (you love to work hard)!
- Precision and a high attention to detail.

This is an ideal opportunity for students looking for part-time work to help finance their studies! Perks include flexible hours at an office located just a few minutes north of the UCSD campus, a relaxed work environment, and discounts on readers for your courses (plus all the coffee you can drink and free snacks)! Come join the dozens of college students that have worked with us throughout the course of their studies!

Compensation is \$10/hour. We will work with you to devise a work schedule that is convenient to your academic schedule!

Start date is immediate.

For consideration, please e-mail resume to Kevin Hoffman ([khoffman@universityreaders.com](mailto:khoffman@universityreaders.com)).

University Readers Inc.  
3970 Sorrento Valley Blvd.; Suite 500  
San Diego, CA 92121  
858-552-1422 (fax)

An Equal Opportunity Employer – ([www.universityreaders.com](http://www.universityreaders.com))

**Company Description:**

University Readers provides valuable print and digital custom-textbook and other custom-publishing services for university faculty, staff, and students across the country. As a San Diego-based company with ambitious growth plans and humming national e-commerce site, we work hard and challenge one another to perform our best. We value hard-working and customer-centric team members who want to make a difference, solve problems, and take initiative and ownership of their work.