



		<b>ISSUED: 11/27/17</b>
<b>TITLE: Rights and Permissions Coordinator</b>	<b>SALARY TABLE: AP</b>	<b>CLASS CODE: PE368</b>
<b>UNION: P&amp;A—Local 1979, U.A.W.</b>	<b>SALARY GRADE: 11</b>	<b>EEO CODE: 30</b>
<b>JOB GROUPING: Press Publication</b>	<b>FLSA: Exempt</b>	<b>EMPLOYEE CLASS: PE</b>

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**POSITION PURPOSE**

The Rights and Permissions Administrator is responsible for developing and administering a rights and permissions program at the University Press that is designed to increase revenue and expand the reputation of the Press.

**ESSENTIAL JOB FUNCTIONS**

Perform rights and permissions work for out of print books. Research out of print books, identify where rights have reverted back to the author or next of kin and negotiate new contracts. Catalogue and clear permissions for use of third party materials.

Develop and manage an international subsidiary rights program. Market titles to prospective licensees, negotiate contract terms and ensure full contract execution. Vet and contract with sub-agents in strategic markets.

Advise University Press authors regarding what permissions they need and the best way to obtain them. Maintain Author Resources web page to provide copyright information and permissions guidelines

Apply for copy right registration for new Press titles. Contact Copyright Office of the Library of Congress to determine best pathway to obtain a copyright.

Maintain contractual records. Monitor workflows and implement new processes to improve turn around time. Collaborate with Acquisition Editors and General Counsel to revise existing contracts.

Perform related duties as assigned.

**ADDITIONAL COMMENTS**

This classification is designed to oversee the rights and permissions activities of the University Press. The incumbent must have an understanding of copy right law and rights and permissions best practices. This position may supervise part time nonexempt personnel and provides leadership on assigned projects. The incumbent is required to work independently and possess strong human relations skills to effectively interact with other Press professionals, university legal counsel, authors, and publishers. This classification reports to and receives work direction from the Director, University Press.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

## **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university supplemented by coursework in business administration or related field and/or an equivalent combination of education and/or experience.

Good understanding of copyright law and rights and permissions best practices.

Strong analytical and organizational skills.

Strong negotiation skills.

Proficient in the use of Microsoft Office suite.

Strong written and oral communications skills.

Some prior experience in a business setting.

Previous publishing experience preferred