



Internship Position: NEH SHARP Acquisitions Intern at the University Press of Florida

Term & Hours: Spring 2022. 15–20 hours per week. \$15 per hour.

As the scholarly publishing arm of the State University System of Florida (SUS), the University Press of Florida (UPF) is a nonprofit publisher of scholarly and general-interest books and journals, and one of the largest university presses in the South. Previous interns at UPF have gone on to work for academic and commercial publishing houses across the country.

Internship Description: The acquisitions intern assists the Acquisitions department of the University Press of Florida. Reporting to the acquisitions coordinator, the intern will work with the editor-in-chief and acquisitions editors with a special focus on the Press's African American Studies list. Supported by a **Sustaining the Humanities through the American Rescue Plan (SHARP)** grant from the National Endowment for the Humanities, this position is ideal for students who want to gain experience in the publishing business.

In order to be eligible, UF students must be juniors or seniors and enrolled in AFA 4940. They must also be in good standing for the duration of the internship during Spring 2022.

Key Responsibilities

- Working with the acquisitions coordinator, the intern will support the department by maintaining the press database, drafting correspondence and contracts, and assisting with preparation of projects for the press's faculty editorial boards.
- The acquisitions intern will review initial project submissions for prospective publication, routing projects to the appropriate editor or declining as necessary. In coordination with the acquisitions editors, the intern will read and evaluate proposals for projects under consideration and, where applicable, compose project summaries and prepare projects for advance contract circulation.
- With guidance from the acquisitions editors, the intern will research prospective peer reviewers for projects under consideration, prepare manuscripts for peer review, and assist in coordinating the peer review process.
- The acquisitions intern will prepare manuscript files, images, and permissions for transmission of projects to editorial, design, and production. The intern will communicate with authors to identify and obtain missing or incomplete materials for project transmittal.
- The intern will conduct various research projects for acquisitions editors, such as reviewing conference programs and identifying prospective projects of interest, and other projects as needed.
- By the end of the program, the intern will have a broad understanding of university press publishing and a thorough knowledge of the acquisitions process, from submission of letters of inquiry through transmittal to editorial, design, and production.

Preferred Qualifications

- Interest in and knowledge of at least one UPF's focus areas, particularly the African American Studies and Latin American and Caribbean Studies lists
- African American Studies majors and minors
- Experience in a professional setting
- Excellent attention to detail
- Ability to work as a team member
- Strong written and oral communication skills
- Organization and time-management skills
- Strong initiative and ability to work independently

Application: Submit parts 1–3 as a single PDF to Director Romi Gutierrez at romi@upress.ufl.edu by November 15, 2021. Candidates will be notified by December 3.

1. Cover Sheet with the following information:

- Name
- Email address
- Department/Major and Minor, if applicable/Year in program
- Expected date of degree completion

2. Cover Letter/Statement of Interest and Qualifications (max. 500 words) to include the following:

- Describe your academic interests and/or research in relation to the specific internship position
- Describe your professional skills and experience in relation to the qualifications for the specific internship position
- Elaborate on how this experience would benefit your academic and/or professional goals and aspirations.

3. Resume (max. 2 pages)

4. An email declaring the applicant's good standing in their degree program. This email can be from the unit's undergraduate coordinator, program assistant, departmental chair, or director. This email should be sent to Director Romi Gutierrez at romi@upress.ufl.edu by November 16, 2021.

Criteria of Evaluation: A selection committee including faculty of the African American Studies program and editors from the University Press of Florida will evaluate applications based on the following criteria:

- A. Quality of insight into the relations between academic interests and/or research relevant to the internship position.
- B. Relevance of professional skills and experience in relation to the qualifications for the internship position
- C. Articulation of benefit to the student's future professional goals
- D. Overall application quality.

Finalists will be invited to a Zoom interview.

Application Assistance: Please write to Director Romi Gutierrez at romi@upress.ufl.edu in advance with queries about the SHARP Acquisitions Internship or the application process.

Final Internship Deliverables: Interns will submit a written assessment at the end of the internship period to their program coordinator.