Coordinator, CALICO

Job Code 00007296

General Description
This position is responsible for assisting the Executive Director of the Consortium in most aspects of the organization.

Examples of Duties
Receive and distribute scholarly submissions for review.
Prepare manuscripts for camera-ready printing.
Supervise printing process of quarterly journal.
Supervise preparation of mailing labels for sending journals, mail-outs, and other materials to members and libraries.
Prepare various mail- outs related to symposia, publications, and other activities.
Organize annual symposia by establishing scheduled vendors, negotiating contracts, interacting with staff at hotels, receiving & distributing scholarly presentations, and organizing sessions for presenters.
Supervise production and printing of volumes in a monograph series.
Receive & distribute scholarly submissions.
Supervise production of CD-ROMs.
Create, modify, enter, and delete information in the organization’s data base.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: printing process, technology and its relationship to language instruction; how journals and monographs are published.
Skill in: creating correspondence, mail- outs, and reports, printing instructions; interacting courteously with staff, faculty, vendors, and others; acceptance/rejection of academic publications & presentations; coordination of logistical details;
Ability to: understand technical manuals, scholarly submissions, and contracts; monitor budget, creation of organization database; explain process for submissions to journal and monograph; negotiate; use database, word processor, and desktop publishing software.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Revised 09/20/2012