



THE UNIVERSITY OF THE WEST INDIES

UWI PRESS

APPLICATIONS ARE INVITED FOR THE POST OF

JOURNALS COORDINATOR

The University of the West Indies Press is a not-for-profit scholarly publisher of books and journals in sixteen academic disciplines. It is particularly well known for its work in Caribbean history, Caribbean cultural studies, Caribbean literature, gender studies, education and political science. Founded in 1992, the press has over 500 books and journals in print. Its journals and books are peer-reviewed and approved by an editorial committee composed of local and international scholars.

The Journals Coordinator plays a vital role in managing the production and distribution of journals and ensuring timely publication while maintaining high editorial standards. This position reports to the Director, UWI Press and serves as a key liaison between editors, authors, reviewers, and production staff.

The successful candidate will be expected to:

- Manage the complete editorial workflow from manuscript submission through to final publication of journals that are assigned;
- Coordinate with editors, editorial committee members, and peer reviewers to ensure timely manuscript reviews and ensure the integrity of a double-blind peer-review system;
- Process new manuscript submissions, including initial compliance checks while applying House Style and plagiarism screening for Press Editorial Committee consideration;
- Assist in organising the Press Editorial Committee meetings and maintaining Minutes of meetings;
- Maintain regular communication with authors regarding manuscript status, revision requirements, and publication timelines;
- Monitor and track manuscript progress using editorial management systems;
- Prepare files to meet production and journal publication deadlines;
- Ensure adherence to publication schedules and editorial deadlines
- Maintain accurate records of all journal activities and generate regular status reports
- Liaise with editors for final proofreading and approval for publication;
- Commission design and layout of journals;
- Support special issue coordination and supplement publication processes
- Assist in implementing journal policies and editorial standards
- Liaise with Press sales and marketing division to ensure maximum promotional exposure;
- Manage the commissioning of authors/contributors; freelancers as well as maintaining post publication status report log of all publications;

Qualifications and Experience

Bachelor's degree in English, or a Humanities discipline;
Graduate certificate in editorial management systems will be an asset;
Experience with Microsoft Office Suite and Google Workspace
Proven three to five years' work experience in a similar role;
In-depth knowledge of the publication process and best practices;
Excellent command of the English Language

Competencies include:

• Information Technology	• Critical Judgement
• Time Management	• Client Focus
• Analytical Thinking	• Decision Making
• Interactive Communication	• Impact and Influence
• Quality Focus	• Client Focus

Detailed application and full curriculum vitae should be sent under confidential cover to the University Registrar, Office of Administration, The University of the West Indies, Regional Headquarters, Hermitage Road, Kingston 7, Jamaica. e-mail: hrapplications@uwimona.edu.jm Three (3) referees (one of whom should be from your present employer) must be indicated. References should also be sent under CONFIDENTIAL cover DIRECTLY to the University Registrar at the above address without waiting to be contacted by The University.

Kingston Jamaica: A vibrant city for living and working Kingston, Jamaica is the perfect place to experience an authentic Caribbean lifestyle thanks to its vibrant culture, beautiful beaches, and diverse cuisine. Since its founding 77 years ago, The UWI has focused on creating an excellent and ethical university, offering an unrivalled range of academic programmes, producing research of global significance, and developing strong leadership skills across all of its campuses.

Deadline for applications is March 09, 2025