

**JOB TITLE : DIRECTOR UNIVERISTY PRESS**

**JOB FAMILY : COMMUNICATIONS/MARKETING**

**BAND : I**

**FLSA : EXEMPT**

**JOB CODE : 10283**

**MAIN FUNCTION:**

Provide executive leadership to Cornell University Press, including maintaining the organization's financial stability and managing staff.

**ESSENTIAL DUTIES & RESPONSIBILITIES :**

Prepare and monitor the annual budget.

Set goals for editorial staff; monitor performance through continuing review of new book projects.

Coordinate work of all Press departments.

Serve as chief contact between press and scholarly publishing community.

Administer Press Warehouse and distribution operation.

Supervise interaction with directors of fourteen client presses.

Approve all contracts between Press and authors and/or other publishers.

Review work of all staff members.

Administer personnel procedures with executive staff assistant and department heads.

**JOB PROFILE :**

MINIMUM EDUCATION : Bachelor's degree or equivalent.

MINIMUM EXPERIENCE: 7 but less than 10 years of experience or equivalent.

IMPACT: Accountable for activities which have a significant impact on operations, resources or the University's reputation.

CONTACTS INSIDE THE UNIVERSITY: Contacts involve high-level interaction on matters which are of considerable diversity and may involve university activities that are highly sensitive or confidential.

CONTACTS OUTSIDE THE UNIVERSITY: Contacts involve developing and making presentations and negotiating with others.

CONTACTS WITH STUDENTS: Occasional contact to provide information and instruction.

SUPERVISION GIVEN: Responsible for providing supervisory direction to other supervisors.

COMPLEXITY: Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally are numerous and extremely diverse and include a wide variety of unrelated processes and work methods. Work requires conceptual and imaginative thinking in a highly complex and unchartered environment.

LEVEL OF DECISION MAKING : Responsible for making decisions concerning policy-setting, research, planning or students.

EFFECT OF DECISION MAKING: Decisions directly affect more than one college, school, administrative unit, etc.

FREEDOM OF ACTION: Little direct supervision of activities, with considerable latitude for exercising judgment and self-direction.

WORKING CONDITIONS: Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.

***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***