The University Press of Mississippi (UPM) seeks candidates for a Marketing Aide to work within the Marketing department. This position will report directly to the Marketing Assistant/Exhibits Coordinator.

**Salary and Terms:** $12.00 an hour, 16 hours each week, hybrid (remote with in office Jackson, MS, requirements for training and loading)

**Start Date:** July 15, 2025

**Experience**

Some college education is preferred. This position requires the employee to assist the marketing department’s seven publishing professionals. Experience with Microsoft Word, Outlook email, and Excel, and willingness to learn ACUMEN Inventory Management System, Adobe InDesign, Biblio Virtusales, Canva, Edelweiss, and other software is encouraged.

**Responsibilities**

* Assist in the sales and promotion of scholarly and trade books;
* Assist in the filing of marketing materials and record keeping;
* Assist in the management of review contact lists;
* Assist in the assembly of review copy materials sent to the warehouse;
* Assist in the dissemination of news releases and promotional material via the internet and via traditional mailings;
* Assist in the dissemination of flyers, eflyers, and promotional material for authors’ uses and for direct mail marketing;
* Assist in the maintenance or creation of title metadata;
* Assist in the preparation of exhibits, sales kits, and other sales materials;
* Assist in moving boxes of books and supplies;
* Physical requirement: The ability to lift up to 50 pounds;

Please submit a cover letter, resume, and the names and contact information for three professional references to [jbrown@mississippi.edu](mailto:jbrown@mississippi.edu) with **Marketing Aide** in the subject line. The closing date is **July 7, 2025**.

See more information about this and other positions at <https://www.upress.state.ms.us/Careers>.

UPM is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.