

# Division Administrative Specialist

## Human Kinetics

**Position reports to:** Division Director

**Position supervises:** NA

### Job Summary

The division administrative specialist (DAS) has a wide range of duties that support the division and its staff. These include organizing records, preparing contracts, generating reports, distributing information, responding to author and customer inquiries, evaluating project proposals, assisting with acquisitions and market research, preparing manuscript files, handling print and electronic correspondence, and more. The DAS also helps other administrative specialists as needed and provides backup coverage for HK's front desk when the receptionist is not available.

### Essential Functions for Trade & Professional Division

1. Serve as the initial contact for the division, communicating by phone, email, and post with authors, customers, and others to answer questions or direct inquiries to appropriate staff.
2. Maintain working knowledge of division's efforts, including product offerings, staff assignments, and project status.
3. Keep the division's online files, procedure documents, forms, and templates accurate and up to date.
4. Run reports from division and other company databases related to project schedules and product performance and distribute information.
5. Prepare division contracts, addendums, or releases based on terms provided by acquisitions editors or division director
6. Update databases and schedules when contracts are executed and initiate author or editor payment(s) if/when required.
7. Receive unsolicited proposals, log them, determine suitability, and redirect to appropriate staff for follow-up.
8. Train new division staff in division systems and procedures.
9. Prepare, send, and archive print and electronic correspondence with authors, customers, and others. Provide staff, authors, and customers with copies of physical or digital products as required by contract or as requested by division director.
10. Review manuscript files to ensure all elements are included and are formatted as detailed by the contract and work with other division staff or authors to address the issues identified by the review.
11. When requested, prepare photo and art lists, identify call-outs, standardize references, and update forms relating to the editorial development of the manuscript

### Secondary Functions

1. Provide backup coverage for HK's front desk when the receptionist is not available and for other administrative specialists as needed.
2. Estimate manuscript length using established calculations.
3. Upon request, perform sales and market research related to the division's acquisitions efforts.
4. Undertake special projects for the director as needed.
5. Monitor and update schedules and release dates of the division's products.
6. Train staff in various applications and procedures as requested by the division director or by Human Resources.
7. Schedule staff meetings, reserve meeting rooms, and organize conference or video calls

## Job Qualifications

	<b>Minimally Required</b>	<b>Preferred or Specialized</b>
<b>Education</b> Formal education (e.g., high school diploma, bachelor's degree, licenses and/or certifications, etc.)	Associates degree	
<b>Experience</b> Type or number of years of directly related work experience	<p>2 years of experience in administrative or office management</p> <p>2 years of experience in an editorial capacity: writing, reviewing, editing, and other basic editorial tasks</p> <p>Proficiency with database and word processing programs, including most components of Microsoft Office</p>	<p>5 years of experience in administrative or office management</p> <p>3 years of experience in editorial capacity</p> <p>Experience preparing legal documents</p>
<b>Competencies</b> The combination of observable and measurable knowledge, skills, abilities and personal attributes that contribute to enhanced employee performance and ultimately result in organizational success.	<p>Integrity</p> <p>Effort</p> <p>Resourcefulness</p> <p>Respect</p> <p>Teamwork</p> <p>Stewardship</p> <p>Accountability</p> <p>Attention to detail</p> <p>Customer focus</p> <p>Initiative</p> <p>Interpersonal awareness</p> <p>Organizational awareness</p> <p>Planning and organizing</p> <p>Quality orientation</p> <p>Results orientation</p> <p>Sociability and networking</p> <p>Technical expertise and usage</p> <p>Use of functional expertise</p> <p>Written communication</p> <p>Self-confidence</p> <p>Stress tolerance</p>	<p>Adaptability</p> <p>Computer literacy</p> <p>Continuous learning</p> <p>Data gathering and analysis</p> <p>Innovation orientation</p> <p>Persuasiveness</p>

## Job Demands

Identify the necessary physical and mental requirements for the job.

R = Rarely (0-15%)

O = Occasionally (16 – 45%)

F = Frequently (46 – 100%)

### OFFICE EQUIPMENT

	R	O	F
Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copier	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fax machine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile device	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scanner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### MENTAL DEMANDS

	R	O	F
Problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Make decisions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interpret data	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Organize	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Read/write	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### WORKING CONDITIONS

	R	O	F
Indoor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outdoor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud noises	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### FIELD/TRADE EQUIPMENT

	R	O	F
Mower	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tiller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck/Auto	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shovel/Rake/Mop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand/Power tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forklift	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### PHYSICAL DEMANDS

	R	O	F
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, Responsibilities, and activities may change at any time with or without notice.

## To apply:

Please contact Kari Testory directly at [HR@hkusa.com](mailto:HR@hkusa.com) or visit [www.HumanKinetics.com/careers](http://www.HumanKinetics.com/careers).