

**ABOUT THE FOUNDATION**

One of the oldest American foundations, the Russell Sage Foundation was established in 1907 for “the improvement of social and living conditions in the United States.” RSF is a research center, a funding source for studies by scholars at other academic and research institutions, and an active member of the nation’s social science community. The Foundation funds innovative social science research in four main program areas and several special initiatives; supports visiting scholars, researchers, and journalists; and publishes books and a journal based on the work of its grantees and visiting scholars.

**JOB TITLE:** Publications Assistant

**REPORTS TO:** Director of Publications

**SUPERVISES:** N/A

**JOB SUMMARY:** The publications assistant aids the director of publications and is responsible for carrying out the administrative work of the department.

**RESPONSIBILITIES:**

- Manage a variety of administrative tasks for the department, including processing orders and departmental invoices, specialized bulk orders and author copies, and responding to examination copy and desk copy requests and other information requests
- Assist with permissions requests from authors to use copyrighted material
- File new copyright paperwork for new publications, update the publications database
- Submit publications for awards and coordinate letters of support and paperwork from outside nominators
- Assist the director with preparation for and follow up from *RSF* journal conferences
- Set up and run the Russell Sage book exhibit at national meetings

**REQUIREMENTS:**

- B.A./B.S required with one year of relevant experience.
- Strong administrative and organizational skills are essential.
- The position requires working with the public, so customer service skills are critical.
- Candidates must be proficient in Microsoft Word, Excel, and Adobe applications.
- Familiarity with Access is preferred.
- Some travel required.

**COMPENSATION AND CULTURE:**

FLSA non-exempt position with a **salary range from \$58,000 to \$61,000** and commensurate with experience.

The Russell Sage Foundation offers a collegial, stimulating work environment in New York City and a generous benefits package which includes:

- Full medical, dental and vision insurance for all eligible employees and their spouses, domestic partners and eligible dependents.
- 20 PTO days during first 12 months, 24 PTO days each year thereafter.
- 14 paid holidays, which includes Christmas Eve through New Year's Day.
- Education reimbursement up to \$5,250/year for approved expenses.
- 403(b) employer funds 12% contribution to retirement plan, vested after 2 years.
- Employer-paid life insurance and short-term disability insurance.

**HOW TO APPLY**

Please submit a cover letter and resume to [jobs@rsage.org](mailto:jobs@rsage.org). **No phone calls please.** Only qualified candidates will be contacted for an interview.

The foundation is an Equal Opportunity Employer and is committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. The foundation prohibits discrimination against employees and applicants for employment, because of the individual's race or color, religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, height, weight, sexual orientation, gender identity or expression, sexual and reproductive health decisions, disability, marital status, familial status, domestic partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment criminal conviction record, or any other characteristic protected by law.