



Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00386	Pay Grade:	8
JD Title:	Custom Publishing Coordinator	JD FTE Hours:	35
Job Family:	Retail		

General Description

Responsible for working with and providing guidance to internal and external partners in the creation of custom publications while ensuring the integrity of the copyright contained within the works. Oversees the efficient operation of the custom publishing department including, but not limited to, the accurate clearance and reporting of copyright, administration of royalties, and coordination of various retail aspects of custom published works. Establishes the department as a key resource for copyright information on campus.

Representative Duties & Responsibilities

- Ensure the department is in compliance with all aspects of copyright law in relation to custom published works in order to protect the organization from copyright liabilities.
- Remain current with changes and developments in publishing and copyright policy and law.
- Provide guidance and information to other University departments on topics including, but not limited to copyright and issues of intellectual property rights, custom courseware production, and available production options and their associated cost factors.
- Negotiate with Canadian and international publishers and individual copyright holders to determine copyright and royalty fees.
- Administer royalty payments to copyright holders in accordance with established agreements and negotiated contracts.
- Interpret copyright licenses and contracts ensuring all rights, responsibilities, and obligations are fulfilled in relation to intellectual property and the payment of royalties.
- Monitor intellectual property licenses and contracts entered into by the department to ensure all legal obligations are met.
- Maintain electronic files necessary for the timely and accurate payment of royalties to publishers and faculty.
- Complete audits of the copyright royalty report ensuring the accuracy of the report's data which includes, but is not limited to, sales data, prices, returns, and shrinkage.
- Manage the obligations, timelines, and parameters outlined in various copyright agreements.
- Establish departmental procedures and work flow documents.
- Write and develop copyright process training materials.
- Oversee the copyright clearance and tracking process.
- Develop estimates of time and resources for a variety of events and activities.
- Work with the designated printing partner to fulfill contracted services for custom published works.
- Oversee the processing of custom publication orders from initial submission to final sale of goods.
- Compile and analyze data at the end of each term as it pertains to the custom publishing process.
- Produce reports used to analyze courseware production and forecast for future production runs.
- Participate in University committees regarding copyright matters.
- Maintain accurate records of copyright clearance documents in accordance with established policies.
- Oversee the submission process for custom publications, ensuring that detailed instructions for all stages of production are documented and followed.
- Oversee the faculty proofing stage of custom course materials, ensuring that any necessary revisions are completed and that the production staff receive detailed instructions.
- Ensure any necessary copyright changes are completed and communicated to the printing department.
- Confer with printing services in order to prepare and coordinate support needs.

Representative Duties & Responsibilities

- Set production timelines to ensure that custom course materials are prepared on schedule.
- Calculate copyright and production costs and establish selling prices of custom published materials.
- Adjust copyright permission contract invoices as necessary.
- Liaise with system vendors to suggest improvements to software and notify of any system issues.
- Research copyright sources as required.
- Ensure the proper opening and closing of the store as per the established departmental policies and procedures.
- Perform cashiering duties as required.

Supervision

- Provide lead hand supervision and is responsible for the quality and quantity of work of others.

Qualifications

- 2 year Community College diploma in Business Administration, or related field.
- Requires 4 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to word process documents, and enter data into databases.
- A typical work day occasionally requires moderate physical effort for activities such as:
 - Lifting moderately heavy boxes.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Attending to routine requests for information from University staff regarding the custom publishing process.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Providing guidance and information to other University departments on topics including, but not limited to copyright and issues of intellectual property rights, custom courseware production, and available production options and their associated cost factors.
 - Administering royalty payments to copyright holders in accordance with established agreements and negotiated contracts.
 - Completing audits of the copyright royalty report ensuring the accuracy of the report's data which includes, but is not limited to, sales data, prices, returns, and shrinkage.
 - Negotiating with Canadian and international publishers and individual copyright holders to determine copyright and royalty fees.
 - Interpreting copyright licenses and contracts ensuring all rights, responsibilities, and obligations are fulfilled in relation to intellectual property and the payment of royalties.
 - Monitoring intellectual property licenses and contracts entered into by the department to ensure all legal obligations are met.
- Elements of high mental effort are not a regular feature of this job.

Working Conditions

Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

Psychological Environment:

- Frequently required to work with numerous faculty to ensure there are no copyright infringements in their courseware.
- Occasionally required to deal with upset faculty who have been advised of copyright infringement.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00386	Pay Grade:	8
JD Title:	Custom Publishing Coordinator	Total Points:	505
Job Family:	Retail		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.0	83
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	3.5	46
	5. Education and Experience	D3	60
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	3.5	55
	10. Responsibility for Others	3.0	55
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	4.0	93
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5