

Position Posting

Position: Permissions and Photo Research Assistant

Employer: Jones & Bartlett Learning

Want to join one of the fastest growing and technologically innovative publishers in the country? Jones and Bartlett Learning has just moved to spacious new LEED-certified offices in Burlington, Massachusetts, and is actively looking for people who believe a job should represent more than a pay check. Come build your career with thoughtful, focused people who care deeply about the future of education.

Jones & Bartlett Learning (www.jblllearning.com), a division of Ascend Learning, is a world-leading provider of instructional, assessment and learning-performance management solutions for the secondary, post-secondary, and professional markets. Ascend Learning, LLC (www.ascendlearning.com) is a global leader providing online education, assessment, remediation, certification and e-learning solutions for the post-secondary academic market specifically serving the nursing, allied health, sports medicine, public safety, and the financial services industries.

We endeavor to develop educational programs and services that improve learning outcomes and enhance student achievement by uniquely combining authoritative content written by respected authors with innovative, proven and engaging technology applications that meet the diverse needs of today's instructors, students, and professionals.

Across a broad spectrum of fields ranging from medicine and emergency services to computer information systems, our educational technology applications and instructional assessment and performance-management solutions are revolutionizing how instructors teach and how students and professionals learn.

With the most up-to-date, authoritative content available from academia and industry thought-leaders, Jones & Bartlett Learning is leading the way for educators, students and professionals to discover new educational and professional skill-development opportunities--enabling personalized learning, anytime, anywhere.

Description

The Permissions and Photo Research Assistants are responsible for assisting with monitoring and tracking the photo research on multiple projects, as well as completing discrete assigned office and research tasks.

Responsibilities:

- Help anticipate and develop strategies for permissioning elements in reference to content-related needs in the publishing market.
- Serve as an advisor on adapting and modifying material.
- Track outside requests for Jones & Bartlett Learning content.
- Assist with the daily working of the photo research department, including researching photos, evaluating permission status, processing invoices, and archiving and storing files to a Digital Asset Management System.

Required Candidate Experience & Qualifications:

- Excellent communication, multitasking, record keeping, and organizational skills.
- Ability to manage data and data flow using programs like Excel and FileMaker.
- Familiarity with the Macintosh OS, Photoshop, Illustrator, and Internet searches.
- Ability to work smoothly with a variety of departments and personalities.
- Four year college degree preferred.
- Experience in Photo Research or Publishing is desired, but not absolutely required.

To apply please send your resume to: resumes@jblearning.com.

Ascend Learning, LLC is proud to be an equal opportunity employer. No agency or search firm submissions will be accepted. Applications for U.S. based positions with Ascend Learning, LLC must be legally authorized to work in the United States and verification of employment eligibility will be required at the time of hire. Visa sponsorship is not available for this position.

Posting Date: September 2011