

**AMERICAN INSTITUTE OF PHYSICS
POSITION AVAILABLE**

POSITION: Production Specialist
Society of Physics Students

LOCATION: College Park

DIVISION: Education/SPS

REPORTS TO:
Education Communications Coordinator

Essential Functions:

The American Institute of Physics is seeking a Production Specialist for The Society of Physics Students to produce Education Division publications, particularly the *SPS Observer*, *Radiations* magazine, the *Journal of Undergraduate Research in Physics (JURP)*, and the *SPS Information Handbook*. The successful candidate will manage all elements of the production and print cycles, as well as coordinate all players involved with production and deadlines. He/she will contribute to the design, content and development of Education Division print and electronic media and other Education Communication Team efforts. Will provide written content for publications and websites, create promotional flyers, certificates, annual calendars, etc. and assist the staff on special projects as requested.

Qualifications:

A bachelor's degree and at least two years relevant work experience in desktop publishing and graphic design, with a background in physics, physical science and/or physical science education is preferred. Must be a highly motivated self-starter, with the ability to meet deadlines and think strategically and analytically; and have excellent organizational skills. Strong computer skills: working knowledge of word processing, graphic design, and desktop publishing software on a Windows platform as well as experience with web editing/design software, layout and design, media file formats, and printing process is preferred. The ideal candidate must have excellent written communication skills and be a team player.

If you feel you have the qualifications and would like to apply for this position, please forward your cover letter and resume to the Human Resources Division at aiphr@aip.org.

*The American Institute of Physics is an Affirmative Action and
Equal Opportunity Employer*

6/11/08