

Department: **English**

Working Title: **Zaum Substack Managing Editor**

Classification: **Instructional Student Assistant**

Number of Openings: **1**

Pay Rate: **\$18.00/hour**

Appointment: **10 hours per week**

Expected Dates of Employment: **October 15, 2025 – May 17, 2026**

Deadline to Apply: **October 10, 2025**

Requisition #: ENGL\_ISA\_2526\_2

## **DUTIES OF THE POSITION**

The Zaum Substack Managing Editor is responsible for working with the Editor-in-Chief and the Zaum Faculty Advisor to select works for the journal and edit documents. In addition, the Substack Managing Editor is responsible for managing Zaum's Substack Newsletter, which includes contributor interviews and short essays related to the works published in each issue. The Substack Managing Editor works with The Substack Committee (comprised of students enrolled in the course) to brainstorm and assign these assignments, and ensures they are published online and shared with Zaum's readership. Assists Professor Hyde with ENGL 368 by identifying works to include in the journal. The Substack Managing Editor works with student groups to ensure work is journal print quality. Edits incoming work to ensure academic rigor and integrity are upheld.

## **MINIMUM QUALIFICATIONS**

The ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade, complete research, or tutor for a course. Admission or registration as a University student. Note: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

## **HIRING CRITERIA**

Previous experience in editing.

## **HOW TO APPLY**

Email a resume and application to the English department at [simsk@sonoma.edu](mailto:simsk@sonoma.edu)

## **HIRING NOTIFICATION**

Applicants will only be notified by email if they are hired.

## **SUPERVISOR**

Professor Jennifer Hyde

## OTHER INFORMATION

- The classification, Instructional Student Assistant, is one of three classifications in a collective bargaining unit, Unit 11. Instructional Student Assistants, who must be currently enrolled University students, perform tutoring, grading, or teaching-related duties under the supervision of faculty or professional staff.
- Sonoma State University hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee's identity and eligibility to work, in accordance with the provisions of the Immigration Reform and Control Act.
- The university is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.
- This position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Successful candidates may be required to do a background check (including a criminal records check) before work in the position can begin.

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## SONOMA STATE UNIVERSITY

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