

Department: **English**

Working Title: **Zaum Editor-in-Chief**

Classification: **Instructional Student Assistant**

Number of Openings: **1**

Pay Rate: **\$19.00/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\_3

## **DUTIES OF THE POSITION**

The editor-in-chief is responsible for the overall vision for Zaum, and the particulars of the issue from year to year. The EIC is in charge of ensuring that all pieces selected reflect the ethos of the publication, which is to be inclusive and celebrate a diversity of student voices. In addition, the EIC is responsible for sharing institutional knowledge of the publication, as the position comes with a prerequisite to have been involved in the magazine the year prior. Institutional knowledge includes showing other students how to use Substack and Submittable. The EIC also is in charge of posting and taking down the submissions portal on Submittable.

## **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

1801 East Cotati Avenue  
Rohnert Park, CA 94928-3609