

Department: **English**

Working Title: **Zaum Senior Editor**

Classification: **Instructional Student Assistant**

Number of Openings: **1**

Pay Rate: **\$16/hour**

Appointment: **10 hours per week**

Expected Dates of Employment: **September 15, 2022 - May 17, 2023**

Deadline to Apply: **September 9, 2022**

Requisition #: **ENGL_ISA_2223**

DUTIES OF THE POSITION

The Zaum Senior Editor is responsible for working with the Zaum Faculty Advisor to select works for the journal and edit documents. Assists Professor Jeffra with ENGL 368 by identifying works to include in the journal. The Senior Editor may delegate portions of the journal to student groups and work with each group 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 student; and accept responsibility. Completion of specific coursework may be required in order to teach, grade or tutor 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 the English Dept. at simsk@sonoma.edu.

HIRING NOTIFICATION

Applicants will be notified by email if they are hired

SUPERVISOR

Gillian Conoley

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.

SONOMA STATE UNIVERSITY

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