Now Hiring

CAPTURED Assistant Editor

Job Description

The CAPTURED Multi-Media Student Research Journal, is a peer-reviewed publication, produced by the Department of Africana Studies at CSUN. The journal exists to provide students an outlet for scholarly and creative expression, where they publish thought-provoking articles and works-of-art that give voice to CSUN’s student population. The Assistant Editor works with the Lead Editor and Faculty Advisors in the production, promotion and dissemination of the journal.

Qualifications

- Graduate or Upper Division Undergraduate student desired.
- Excellent writing and grammatical skills.
- Experience in journal, magazine or newspaper writing and editing.
- Excellent organizational and collaboration skills.
- Excellent communication skills.
- Ability to multi-task.

Responsibilities

- Works with Lead Editor, Graphic and Website Designer to develop on-line journals.
- Assists Lead Editor in developing strategies for soliciting submissions.
- Review and organize submissions electronically.
- Assists in management of the journal.
- Participate in production meetings.
- Assist in creation of production schedule.
- Other tasks related to the journal’s publication.
- Make short presentations in classes.

Please send your resume, cover letter, writing sample(s) and 2 letters of recommendation to us through the online career resource ‘Handshake’

https://joinhandshake.com/

Department ID: 10174
Rate of Pay: $12.00-$13.00/hr
SALARY COMMENSURATE WITH EXPERIENCE
Beginning: ASAP
Ending: April 2020
(Renewable)