

Honors Journal Editorial Assistant Application

The Honors Journal Editorial Assistant is a paid position for Spring 2026. The position will support the logistics of the *University of Colorado Honors Journal*. Tasks for the position will include:

- Organization of the submissions to the journal
- Assignment of submission review on the submission website
- Recruitment and communication with external reviewers
- Communication with students who submitted work to the journal regarding: revisions, questions, acceptance notifications, decline notifications, & release event information
- Advertise the journal

The job is a Student Assistant II position for an average of 4 hours each week, totaling 56 hours over the Spring 2026 semester. It will pay \$18 per hour. We require some previous knowledge, experience, or education in Adobe InDesign, the journals.colorado.edu website, and/or designing layouts/proofs for a publisher. Experience in marketing, providing editorial feedback, and in planning and hosting events will also be considered.

Please email the completed application to Hickcox@colorado.edu. Thank you!

Name:	Email:
Planned graduation date (month/year):	Major(s) and Minor(s):
How did you hear about Openings for the Honors Journal?	
What motivated you to apply to be the Honors Journal Editorial Assistant?	
What experiences have you had that would be pertinent to this position?	
What personal and professional strengths do you have that make you a good candidate to be Honors Journal Editorial Assistant?	
Have you taken Honors 3220-881 (Honors Journal section), or do you have experience with the honors journal submission website?	
Do you have experience tracking data using Google Sheets and/or Microsoft Excel? If so, please describe.	