## Call for Applications: Editorial Assistant for *33rd Annual International Conference on Virginia Woolf: Woolf, Modernity, Technology*

This is a call for applications for an editorial assistant position to help with the production and publication of *The Selected Papers of the 33rd Annual International Conference on Virginia Woolf: Woolf, Modernity, Technology.*

## Timeline:

Work will commence early Spring of 2025 and will end once the manuscript has been published by Clemson University Press (very approximately estimated 2026).

## Responsibilities include but are not limited to:

* Work alongside lead editor, J. Ashley Foster, in a collaborative way to streamline and smooth administrative process of publication
* Collate submissions and organize manuscripts for reading
* Maintain the organizational spreadsheet on google sheets
* Communicate with authors
* Read submissions and act as a check and critique for lead editor’s comments (second set of eyes)
* Layout chapters and collate manuscript for press
* Communicate with Clemson UP and work with press copy editors on final preparation of manuscripts

## Compensation:

-This is a contract gig. Compensation is a flat fee of between $2,000-$3,000 (dependent on funding). Payments will be delivered upon successful completion of stages of the project to be negotiated at time of hire.

## Application Process:

* Please send academic C.V. and Cover Letter, or Letter of Intention, to J. Ashley Foster at [woolf2024@mail.fresnostate.edu](mailto:woolf2024@mail.fresnostate.edu) by February 13, 2025. Finalists will be asked to sample edit an essay and there will be a zoom interview process where the position will be discussed in detail.