

*The Learning Assistance Review (TLAR)* is the official publication of the National College Learning Center Association (NCLCA). *TLAR* seeks to foster communication among learning center officials. Its audience includes learning center administrators, teaching staff, and tutors, as well as other faculty members and administrators who are interested in improving the learning skills of postsecondary students. *The Learning Assistance Review* is published twice a year, in the spring and fall.

## **TLAR EDITOR**

### Job Description

**The position is a 3 year term which is an appointed position to the NCLCA board with full privileges.** The Editor receives a modest stipend for each issue.

#### **Duties:**

- Publicize the Call for Submissions.
- Contact potential authors.
- Edit manuscripts for content-related revisions including structure, organization, transitions, word choice, grammar and mechanics, and other elements related to cultivating a professionally-written article.
- Edit manuscripts and list of references for adherence to APA style.
- Mentor authors in order to provide feedback for written manuscripts and manuscripts in the planning stages.
- Present at the annual NCLCA conference to foster a discussion with members regarding professional writing for *TLAR* (*and recruit potential submissions*).
- Determine and authorize copyright requests
- Participate in all NCLCA board meetings and requirements.
- Oversee and assure the following Managing Editor tasks are completed:
  - Receive manuscripts from authors and maintaining filing and tracking system of submissions..
  - Distribute manuscripts to reviewers.
  - Maintain database of reviewers.
  - Serve as a point of contact with printing and mail distribution services.
  - Prepare layout and formatting of manuscripts for publication, or arrange for other staff persons to complete layout and formatting.
  - Maintain contact with the Membership Officer on the NCLCA board for the purposes of coordinating transmittal of mailing lists of members for journal dissemination.
  - Prepare mailing of journals or coordinate mailings of the journal with mailing services and distribute the complementary copies to authors, reviewers and other appropriate designees.
  - Submit electronic transmittals of the journal to the various on-line abstract/listing agencies to which *TLAR* is a participant
  - Prepare and submit invoices.
- Present at the annual NCLCA conference to foster a discussion with members regarding professional writing for *TLAR*.
- Receive a modest stipend for each issue upon completion of distribution

**Required Qualifications:**

- Be an active professional in the field of learning assistance in higher education.
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- Be knowledgeable about and interested in different aspects of learning centers, including scholarship and research.
- Be an excellent writer and editor.
- Be able to communicate effectively with a variety of audiences, including the editorial board, authors, and NCLCA board.
- Be willing and able to make a commitment to edit the journal for at least three years.

**Preferred Qualifications:**

- Have published in refereed journals.
- Have previous experience editing a periodical or serving on an editorial board.
- Have a thorough knowledge of APA publication guidelines.

**Institutional Support:**

- The editor will provide tacit support from his or her institution, which could include but is not limited to the following:
  - Release time from teaching and/or administrative duties to support this scholarly effort;
  - Compensatory time or credit toward scholarship or professional service activities as dictated by his or her
- Institution's criteria:
  - Expenses related to student assistants and/or secretarial support, and/or formatting, printing, and/or mailing support;
  - Travel funds to attend the annual NCLCA conference;
  - Funds for incidental mailing costs such as mailing of articles to authors, etc. (Please note that NCLCA covers the cost for printing and mailing the journal.)

**In order to apply for this position please forward the following:**

1. Letter of intent including reason(s) for interest including experience with APA format.
2. Letter of support from College/Institution administration.
3. Professional Resume/Vita
4. Additional information/documentation you feel support your candidacy.

Please send completed application documents electronically to: Christine.Reichert@utoledo.edu or fax to 419-383-3150

**Subject line : NCLCA/TLAR Editor Search Committee**

**Deadline: December 15, 2011**