



The Learning Assistance Review (TLAR) **Editor Job Announcement**

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.

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 and contact potential authors.
- Edit manuscripts for 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 manuscripts.
- Participate in all NCLCA board meetings and requirements and present at the annual NCLCA conference to foster a discussion with members regarding professional writing for *TLAR*.
- Determine and authorize copyright requests
- Oversee and assure that the Managing Editor tasks are completed.

Required Qualifications:

- Be an active professional in the field of learning assistance in higher education.
- 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.

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
- 3) Additional information/documentation you feel support your candidacy.

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

Subject line : NCLCA/TLAR Editor Search Committee

Deadline for Submissions: December 15, 2011

Additional details available at <http://www.nclca.org/tlar.html>