

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 - Managing Editor

Job Description

Duties:

- Assist in publicizing Call for Submissions.
- Assist in Contacting potential authors.
- 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. :
- Possess excellent organizational skills.
- Have experience with computer database programs such as Excel and Access.
- The managing editor must have experience with InDesign, desktop publishing software
- Be willing and able to make a commitment to edit the journal for at least three years.

Preferred Qualifications

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

Institutional Support:

- The managing editor must have 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 Managing Editor Search Committee**

Deadline: **December 15, 2011**