



The Learning Assistance Review (TLAR) **Managing 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.

Duties:

- Assist in publicizing Call for Submissions and contacting potential authors.
- Receive manuscripts from authors and maintain filing and tracking system of submissions.
- Maintain a database of reviewers and distribute manuscripts for review.
- 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.
- Institutional support required.

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 Managing Editor Search Committee

Deadline for Submissions: December 15, 2011

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