



NCLCA Announces Openings for *TLAR* Editorial Positions

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 current editors will publish the spring and fall issues for 2006.

Editor or Co-Editors

Job Description

The editor will...

- 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*.
- Receive a modest stipend for each issue.

Required Qualifications

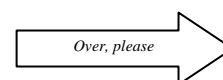
- The editor should be an active professional in the field of learning assistance in higher education.
- The editor should be knowledgeable about and interested in different aspects of learning centers, including scholarship and research.
- The editor should be an excellent writer and editor.
- The editor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

Preferred Qualifications

- The editor will ideally have published in refereed journals.
- The editor will ideally have previous experience editing a periodical or serving on an editorial board.
- The editor will ideally have a thorough knowledge of APA publication guidelines.

Recommended Institutional Support

- The editor will ideally 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.)



Managing Editor

Job Description

The managing editor will...

- Publicize the Call for Submissions.
- Contact potential authors.
- Receive manuscripts from authors.
- Distribute manuscripts to reviewers.
- Maintain database of reviewers.
- Serve as a point of contact with printing services.
- Prepare manuscripts for layout and formatting, 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 with mailing services.
- 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.

Required Qualifications

- The managing editor should be an active professional in the field of learning assistance in higher education.
- The managing editor should possess excellent organizational skills.
- The managing editor should be knowledgeable about computer database programs such as Excel.
- The editor should be willing and able to make a commitment to edit the journal for at least three years.

Preferred Qualifications

- The managing editor will ideally have experience with desktop publishing software such as InDesign and/or Quark Express.

Recommended Institutional Support

- The managing editor will ideally 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;
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Application Process

Applications must be received by March 31, 2006.

Please submit the following materials electronically through e-mail to jhaley@bsu.edu:

1. Curriculum vitae or resume;
2. Statement of interest in the editor or managing editor position, including your vision for the continued development of *TLAR*;
3. Statement discussing time availability and anticipated institutional support;
4. Letter of support from the appropriate administrator (with signature).

**The letter of support with administrator's signature may be scanned and e-mailed to jhaley@bsu.edu. You may also fax to (765) 285-2167 with attention to Jennifer Haley, or you may send it through U.S. Postal mail to the following address:*

*Jennifer Haley
NCLCA Publications Officer
Learning Center NQ 323
Ball State University
Muncie, IN 47306*