Editor job description

Position Overview:
The (Co-)Editors of NACADA’s peer reviewed journals provide continuity in the scope and quality of the venues. They do so primarily by selecting manuscripts for review and potential publication, but also by communicating the aims and scope to the journal’s readership and potential authors. The editors oversee the review process and select reviewers. They maintain a review process that ensures high quality publication, by applying rigorous standards and adopting a supportive and developmental approach towards authors. Editors strive to make the journals an equitable platform for authors, reviewers and readers.

The editors work closely with the Managing Editor at the NACADA Executive Office, with whom they meet on a regular basis, in person or via platforms for online communication.

They provide the Executive Director with an update by means of an annual report. However, they do not report to the Executive Director or any other individual, office or committee within NACADA, and enjoy complete editorial independence. Editors serve a volunteer, three-year term, that can be renewed once.

Specific Responsibilities:

- **Manuscript Consideration**
  - Review
  - Assign to Reviewers
  - Final Decisions Regarding Manuscript

- **Support for Authors (role in developmental editing)**
  - Oversee, evaluate and if necessary improve the developmental support process;
  - Be able to identify key issues (and potential) in manuscripts with regard to content, as well as structure and style. (Note: Copyediting is not part of the editor’s responsibilities. The NACADA Review employs a Developmental Copy Editor for that purpose.)
    - Provide input and suggestions for NACADA’s initiatives on writer support

- **Reviewer Selection**
  - Identify potential reviewers
  - Offer orientation to review for new reviewers
  - Offer ongoing support for current reviewers

- **Annual Conference**
  - Prepare Annual Report
  - Chair Meeting at Annual Conference
  - Participate in Writing for NACADA sessions
  - Periodically offer concurrent session sponsored by Editorial Board(s)
Qualifications:
To fulfil their role adequately, editors are expected to:

- Have extensive knowledge of the academic advising as a profession, and as a field of research;
- Have acted in an advising or advising administrative role for at least five years;
- Be familiar with NACADA as an association, and its work in professional development and research;
- Have published in peer-reviewed journals, preferably in academic disciplines closely related to academic advising;
- Have experience with teaching, providing feedback on written work/assignments, or other forms of experience in writer support;
- Be familiar with APA and other relevant manuals.