**Editor**

*E-Source for College Transitions*

*E-Source for College Transitions* is an electronic newsletter providing practical strategies for supporting student learning and success in a wide range of postsecondary contexts. Topics covered in *E-Source* include teaching in the first college year; strategies for addressing sophomore, senior, and transfer transitions; proven institutional initiatives supporting student transition and success; strategies for assessing student learning, experiences, programs, and courses; and programs addressing the needs of special student populations.

The editor has primary responsibility for the development of *E-Source* content (i.e., soliciting, reviewing, and selecting manuscripts for publication) and works closely with the Assistant Director for Publications who oversees final production of *E-Source* and marketing *E-Source* to potential contributors.

The editor may elect to appoint a small review board (3 to 5 higher educational professionals) to assist in the review and selection of manuscripts for publication.

The appointment is for a three-year term (i.e., nine issues of *E-Source*), renewed annually. The editor will receive travel support to the National Conference on Students in Transition and to the Annual Conference on The First-Year Experience each year during his/her term. Administrative support is provided by the staff of the National Resource Center.

Minimum Requirement is an earned master’s plus experience in scholarly writing (i.e., writing for publication, serving as a peer reviewer) and knowledge of principles of program assessment.

**Required Skills and Experience:**
- Master’s in higher education administration, student affairs, or related field
- Previous publication in academic journals, magazines, or newsletters
- Previous review board experience for academic periodicals
- Knowledge of principles of program assessment
- Demonstrated interest and expertise in issues related to or initiatives designed to support student transitions throughout the college years including, but not limited to, the first college year, transfer transition, the sophomore year, the senior year, the transition to graduate work, and the transitions of special student populations
Preferred Skills and Experience:
- Faculty or administrator status at an institution of higher education
- Previous editorial experience

Job Duties:
- Manuscript review: Complete initial review of manuscripts submitted to *E-Source* to determine that submission is appropriate for *E-Source* and communicate suggested revisions to author(s). Review revised manuscripts and make final decision about publication.
- Content development: Solicit manuscripts on a wide range of topics for *E-Source*. Slate submissions for publication in a particular issue and forward to the publications staff for final production. In collaboration with the Assistant Director for Publications, have the opportunity to consider and develop new departments or formats for *E-Source* and/or create special theme issues for *E-Source*.
- Promotion: Represent *E-Source* through attendance at the National Conference on Students in Transition, the Annual Conference on The First-Year Experience, and other relevant scholarly and professional gatherings.
- Administrative: Keep authors informed of the status of submitted manuscripts during the review process, which includes ensuring the acknowledgement of receipt of manuscripts and communicating timely feedback gathered from reviewers. Communicate with publications staff, as necessary, regarding processing of submissions.

For more information or to apply, contact:

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