



## **Editor**

### ***Journal of The First-Year Experience & Students in Transition***

The Editor has primary responsibility for the development of the *Journal* content (i.e., soliciting and reviewing articles and managing the review process) and works closely with the Center's Assistant Director for Resources and External Relations and the *Journal*'s Managing Editor, who oversee the final production of the *Journal*; marketing the *Journal* to potential subscribers, contributors, and reviewers; and subscription management.

The appointment is for a three-year term (i.e., six issues of the *Journal*). The Editor will receive an honorarium of \$2,500 upon publication of each issue of the *Journal* during the term. Registration and travel support (as applicable) to attend the National Conference on Students in Transition, the Annual Conference on The First-Year Experience, and one additional higher education conference (as approved by the Director) will be provided each year of the term. Administrative support is provided by the staff of the National Resource Center.

#### **Required Skills and Experience:**

- Earned doctorate in higher education administration, student affairs, or related field
- Minimum of two years' experience in scholarly writing (i.e., writing for publication, serving as a peer reviewer) and social science research methodologies
- Previous publication in refereed, research journal(s)
- Previous review board experience for refereed journal(s)
- Knowledge of quantitative and qualitative research methodologies
- 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 transitions, the sophomore year, the senior year, the transition to graduate work, and the transitions of special student populations

#### **Preferred Skills and Experience:**

- Faculty status at an institution of higher education
- Previous editorial experience
- Familiarity with the *Journal of The First-Year Experience and Students in Transition*

#### **Job Duties:**

- **Manuscript review:** Complete initial review of manuscripts submitted to the *Journal* to determine that submission is a report of empirical research on a topic appropriate for the *Journal* and, thus, suitable for further review by members of the *Journal*'s Editorial Review Board.-Synthesize feedback of reviewers and make disposition decisions. Review resubmitted manuscripts and make final disposition decisions.

- **Content development:** Solicit manuscripts on a wide range of topics for the *Journal*. In collaboration with the Center's Assistant Director for Resources and External Relations and the *Journal*'s Managing Editor, have the opportunity to consider and develop new departments or formats for the *Journal* and/or create special theme issues for the *Journal*.
- **Reviewer management:** Select new cohort of reviewers annually. Provide training for new and continuing review board members in partnership with the Managing Editor. Oversee reviewer performance with respect to timeliness and quality of reviews.
- **Promotion:** Represent the *Journal* through attendance at the National Conference on Students in Transition, the Annual Conference on The First-Year Experience, and one additional higher education conference where there is an opportunity to promote the *Journal* on the conference program (e.g., the Association for the Study of Higher Education (ASHE), the National Association of Student Personnel Administrators (NASPA), and the American College Personnel Association (ACPA)). Registration and travel fees for these meetings to be reimbursed by the National Resource Center in accordance with the travel policies of the University of South Carolina.
- **Administrative:** Work with the Managing Editor to keep authors informed of the status of their submitted manuscripts during the review process, which includes ensuring the acknowledgement of the receipt of manuscripts and communicating timely feedback gathered from reviewers. Communicate with publications staff, as necessary, regarding the processing of submissions. Participate in semiannual National Resource Center advisory board meetings to report on the status of and new directions for the *Journal*.

**To apply:**

Interested candidates should submit a letter of interest articulating your interest in the role and highlighting relevant experiences and current CV via email **by August 31, 2025** to Sean Cleary, Assistant Director for Resources and External Relations, at [clearys@mailbox.sc.edu](mailto:clearys@mailbox.sc.edu).