

BAM Editor Job Description

ACPA Books and Media has been producing books and monographs since the early 1960s for use by individual student affairs professionals, graduate courses, and student affairs divisions or departments. The publication themes range from history to theory to practice applications. We strive to publish “cutting edge” information that is not available elsewhere. ACPA is committed to issues related to student learning, human development, diversity, human dignity, community, and professional renewal. BAM strives to publish at least two books a year.

The BAM editor has primary responsibility for the work of the Books and Media board, including soliciting and assisting in the development of proposals for new works; support of book authors and editors as they develop manuscripts; selection, training, and supervision of the associate editors and review board members; and keeping the ACPA International Office, Governing Board, and the publisher informed of the status of all projects.

Specific responsibilities include:

- I. Recruit new manuscript proposals in a variety of settings (conferences, articles in Developments, etc.).
- II. Communicate with potential authors and book editors about suitability of their ideas and provide strategies for the development of successful proposals.
- III. Manage proposal and manuscript review process
 - a. Assign projects to associate editors
 - b. In conjunction with associate editors,
 - i. Send out proposal materials for review
 - ii. Compile feedback from review board members
 - iii. Write response letters to authors/book editors
 - iv. Ensure balance among reviewers’ workload
 - v. Be sure authors/book editors receive timely, thorough, and constructive feedback
- IV. In conjunction with associate editors, recruit, select, and train review board members
- V. Serve as primary contact person between BAM and publisher
 - a. Ensure accurate and timely contracts are issued; negotiate changes in timelines and due dates, length, price, etc.
 - b. Maintain regular contact with ACPA International Office and publisher about changes in timelines, etc.
- VI. Run BAM board meetings at annual conference; run Editors’ meetings at least quarterly
- VII. Coordinate *Publishing with BAM* program at ACPA conference
- VIII. Serve as member of ACPA’s Publication Board; submit annual reports to ACPA’s Governing Board
- IX. Ensure BAM web page and publication handbook are current and accurate

The term of appointment is four years, beginning and ending with the annual convention each spring.

Qualifications:

1. Membership in ACPA.
2. Experience as a reviewer for a professional journal or publisher. Editorial experience preferred.
3. Excellent writing skills, including attention to APA style, grammar, and spelling.
4. Good organizational, leadership, and managerial skills.
5. Commitment to developing new authors through mentoring and coaching.
6. Dedication to advancing ACPA's mission and core values through our publications and the process of developing those publications.

Application procedure:

Please submit (a) an application letter addressing the responsibilities and qualifications of the editor position, (b) a current resume/CV, and (c) a writing sample, preferably from a published work.

Applications should be sent electronically to cmcroberts@acpa.nche.edu or in hard copy by March 21, 2014 to:

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