

**NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC. (NCSBN)
OPEN POSITION ANNOUNCEMENT - JOB POSTING: #1145**

POSITION TITLE: Acquisitions Editorial Consultant

STATUS: Independent Contractor / Part-Time (Approximately 20 hours per week)

LOCATION: Chicago, Illinois (role can be fulfilled remotely)

ABOUT NCSBN

The world leader in nursing regulatory knowledge, the [National Council of State Boards of Nursing](#) (NCSBN) is an independent, not-for-profit organization that empowers and supports nursing regulators. The organization protects the public and the trust in nursing through innovative regulatory solutions, insights and expertise. With its NCLEX® Examinations, Nursys® national licensure database and groundbreaking research, NCSBN attracts people who are passionate about what they do and driven by the knowledge that their work protects the public.

JOB SUMMARY

We have an excellent opportunity for an experienced publishing consultant to join the Editorial team at the National Council of State Boards of Nursing (NCSBN) as an acquisitions editor for the Journal of Nursing Regulation (JNR), the official journal of NCSBN.

JNR is online at www.journalofnursingregulation.com and is the only peer-reviewed journal dedicated to nursing regulation.

NCSBN is a not-for-profit organization through which boards of nursing can act and counsel together on matters of common interest and concern affecting the public health, safety, and welfare, including the development of licensing examinations in nursing.

The acquisitions consultant will oversee JNR's acquisition operations, including:

- Monitoring and researching current regulatory topics,
- Proactively solicit manuscripts from new writers via relationship building and networking
- Contribute to new ideas and strategies for growing author engagement
- Reviewing initial submissions for appropriateness and suggesting changes (as necessary) to manuscripts before peer review and/or acceptance.

This will be a part-time, independent contractor position reporting to Ellen Lanser May, MA, senior managing editor of JNR. The acquisitions editor will also work with Carol Timmings, RN, BScN, MEd, the Interim Editor-in-Chief of JNR; NCSBN's Policy, Research, and Education Division; and other NCSBN staff. The role can be fulfilled virtually with only one to two in-person meetings annually.

RESPONSIBILITIES

Primary responsibilities for the journal, which is published four times a year, include:

- Proactively soliciting manuscripts that are appropriate for JNR's audience and meet the journal's high-quality standards, including topics and authors for the recurring column, "Regulatory Reflection"
- Relationship building and networking with state boards of nursing, the editorial advisory board, NCSBN's Policy, Research, and Education Division, and other NCSBN staff to develop topics and identify authors
- Evaluating manuscripts for potential publication, in consultation with the managing editor and editor-in-chief
- Recruiting potential authors on an ongoing basis
- Creating and monitoring manuscript submission schedules and metrics
- Collaborating with authors to develop and revise manuscripts prior to submission
- Working on various projects throughout the year, such as online special collections, that extend JNR's reach and impact

QUALIFICATIONS

- At least 4 years of acquisition and/or publishing experience in scholarly journals.
- Strong communication, collaboration, and editorial skills required.
- Degree in English, journalism or nursing preferred.
- Previous experience in acquiring manuscripts for peer-reviewed, scholarly publications preferred.

COMPENSATION

The anticipated hourly rate for this contract role is \$55 - \$65 per hour. Actual hourly rate will be dependent on a candidate's relevant experience, skills, training, certifications/licenses, qualifications and geographical location. This is a 1099 independent contractor position; not eligible for company-sponsored benefits or additional compensation.

TO BE CONSIDERED

Interested candidates are encouraged to submit their resume as soon as possible.

The National Council of State Boards of Nursing (NCSBN) is an equal employment opportunity employer. Decisions affecting employment are considered without regard to disability, race, color, religion, gender, national origin, age, genetic information, military or veteran status, sexual orientation, marital status or any other protected characteristic.