

NATIONAL ASSOCIATION *of* SCHOLARS

Managing Editor, *Minding the Campus*

The National Association of Scholars (NAS) is a nonprofit higher education reform organization. The NAS works to improve American higher education by supporting intellectual standards, academic freedom, and institutional transparency in colleges and universities. To learn more about the NAS, visit www.nas.org.

The NAS acquired *Minding the Campus* (MTC) in 2020. MTC functions as the NAS's opinion blog. It is operated by, but distinct from, the NAS. The views expressed by MTC authors do not necessarily reflect those of the NAS, nor must they be published. MTC provides a platform for well reasoned, engaging writing about American higher education—and, to a lesser extent, K–12 education—with a commitment to viewpoint diversity and education reform. To learn more about MTC, visit www.mindingthecampus.org.

Reports To: Executive Editor

Key Responsibilities

- Copyedit and proofread all MTC articles (approx. five per week), including technical edits (e.g., spelling, grammar, punctuation, usage), edits for “flow,” and basic fact-checking (e.g., names, dates, publicly accessible data)
- Review all unsolicited article submissions, accepting or rejecting them based on relevance and writing quality
- Correspond with contract columnists, who write one piece every two weeks, to determine article topics
- Solicit articles from select authors, within the constraints of MTC's budget, to cover topics that may be under-discussed by unsolicited articles and contract columnists
- Prepare articles for publication on MTC's website, including formatting the article text, selecting an article image, and linking to related MTC articles (this requires a basic understanding of HTML)
- Make daily updates to the “Education Roundup,” a list of ten external articles linked on MTC's homepage that provide important education-related news headlines to readers
- Write *Top of Mind*, MTC's weekly newsletter, including an introduction recapping the past week's education-related news, an original description of the Article of the Week, excerpts from the week's other MTC articles, and links to pieces published by MTC writers in other venues; compile this newsletter in Mailchimp

- Write original articles for MTC as time permits
- Copyedit and/or proofread other NAS material as the need arises (e.g., articles, press releases, statements, newsletters, emails, research reports)

Qualifications

Required

- Desire to further the NAS's mission to improve higher education
- Experience copyediting and proofreading both short-form, informal writing and long-form, academic writing
- Experience writing opinion articles, preferably in education-related venues
- Familiarity with *The Chicago Manual of Style*, with a desire to learn more
- Proficiency in Microsoft Word
- Well organized and attentive to detail
- Professional in correspondence

Preferred

- Basic knowledge of HTML, with a desire to learn more
- Basic knowledge of Adobe Photoshop and Express
- Basic familiarity with the major issues facing American higher education, including the major institutions/people involved, and the NAS's responses to them
- Experience writing and formatting regular newsletters or newsletter-like emails, especially in Mailchimp

Hours and Compensation

- 20–30 hours per week
- Compensation commensurate with experience

For consideration, please send a letter of interest, resume, and a writing sample to Chance Layton at layton@nas.org.