**Position Announcement**

The Land Grant University Tax Education Foundation, Inc. (LGUTEF) is seeking an Assistant/Associate Editor for the *National Income Tax Workbook*, an annual publication used to prepare about 29,000 tax practitioners for the income tax filing season. The position of Assistant/Associate Editor is a part-time (50 - 67%), independent contractor position that is paid on a flat fee with no fringe benefits, office, or support staff.

**Location:** The successful candidate can be located anywhere and communicate electronically with the Editors and others involved in writing the book.

**Date Position Open:** January 9, 2015.

**Application Deadline:** The position will remain open until an acceptable candidate is engaged. The position may close at any time.

**Major Responsibilities:** The successful candidate must have a working understanding of federal income taxation, including form preparation. Experience in researching and writing about tax issues and preparing tax returns is preferred. The candidate must be comfortable with and willing to learn about cutting edge technology for delivering educational materials via distance education and digital media.

The duties of the Assistant /Associate Editor of the *National Income Tax Workbook* include the following:

* Understand the National Income Tax Workbook style sheet and template well enough to use them in writing and editing and to answer questions from authors
* Participate in weekly conference calls with the editors and publisher from May through September
* Write one-three chapters of the National Income Tax Workbook
* Research tax issues for the National Income Tax Workbook as directed by the Vice President for Editorial Services
* Edit five to eight chapters of the National Income Tax Workbook
* Proof read all final manuscripts of the National Income Tax Workbook
* Attend February and August LGUTEF meetings

**Qualifications:** The candidate must have an advanced degree in economics, accounting, or a related field or be an enrolled agent, CPA, or attorney.

**Compensation**: The compensation for this position is competitive and commensurate with the candidate’s experience.

**Submissions:** Candidates should submit, as soon as practical, a vita/resume with contact information to Guido van der Hoeven, President and Search Committee Chair via email gvanderh@ncsu.edu or by mail to the LGUTEF President’s office at Campus Box 8109, NCSU, Raleigh, NC 27695-8109. Please include citations to publications and digital files of three or four articles.

**Work Timeline:** The writing/development process includes a planning meeting in February of each year where all Workbook users are invited to evaluate the prior year's material and suggest topics for the next year. After consensus, we develop the topics - from 12-20 - that will be in the approximate 700 page Workbook for the year. Writing and editing follows as drafts are submitted beginning as early as April. Early August the initial draft of the year’s text is reviewed and suggestions made at a conference meeting. Final editing, typesetting and proofing occur between August through press time in late September to early October. LGUTEF begins again in February.

**About LGUTEF** (from the web site www.taxworkbook.com):

The Land Grant University Tax Education Foundation Inc. (LGUTEF) is a non-profit corporation organized by representatives of land grant universities that teach tax education programs for professional tax practitioners. For more information go to the LGUTEF website listed above.