**Associate Secretary**

The Mathematical Association of America (MAA) is seeking applicants for the position of Associate Secretary. The Associate Secretary oversees the scientific programs of the MAA’s two national meetings, the Joint Mathematics Meeting, held together with the American Mathematical Society (AMS), and the Association’s summer meeting, MAA MathFest.

The incoming Associate Secretary will spend one year as Associate Secretary Elect, beginning August 15, 2017, before taking office as Associate Secretary on August 15, 2018; the first term ends January 31, 2023, with the possibility of reappointment for an additional 4-year term.

Compensation and expenses are negotiable and dependent on the requirements and practices of both the MAA and one’s home institution. The position is part-time but requires a commitment of time distributed throughout the year.

Send résumé, including three references, and a letter describing interest in the position and relevant experiences to hr@maa.org. Review of applications will begin March 15, 2017.

Applications from individuals from underrepresented groups are encouraged. Additional information about the MAA may be found on MAA’s website: [www.maa.org](http://www.maa.org/). AA/EOE.