The Mathematical Association of America (MAA), a national professional association, seeks a temporary, part-time Publications Assistant. The opportunity will be approximately 20 hours/week for up to 6 months. Duties include:

* Assisting the MAA Publications department with marketing MAA books. Tasks include, but are not limited to: overseeing the distribution of MAA books to reviewers, registering books with the Library of Congress, maintaining MAA book lists on applicable websites, creating and updating book summary pages for websites, updating the MAA online book store, and providing information on new MAA books to vendors such as Google.
* Assisting with bookstore preparations for MAA’s Annual Conference and other Section and Meetings. Responsibilities include, but are not limited to: preparing and shipping materials for the MAA bookstore, working with the MAA meetings department and meeting decorator to order items for the bookstore (i.e. furniture, internet, etc.), work with the Customer Service vendor with regards to shipments to the exhibit site, organizing author signing and book promotions, working with MAA Sections to manage book sales, and establishing promotional codes in the MAA bookstore.
* Providing foreign publishers with procedural information related to the translation process for MAA books; maintaining records for royalty payments related to foreign translations.
* Assisting the MAA Publications department with administrative tasks such as copying, filing, and correspondence with constituents, proofreading catalogs, and database management including data-entry and developing/running reports.

A successful candidate for this position must have strong organizational skills including, being detail oriented and following-through; having good time management practices; and the ability to prioritize multiple projects. Strong grammatical skills for proof-reading and editing are required. The candidate must have excellent interpersonal skills. Candidates must have the ability to meet deadlines, work independently and collaboratively, and possess a customer service orientation. Strong Microsoft Office skills required.

Candidates must have a High School Diploma, a Bachelor’s degree is preferred, as well as 2+ years of applicable administrative experience.

The Mathematical Association of America (MAA), located in the historic Dupont Circle area of Washington D.C., is the world's largest community of mathematicians, students, and enthusiasts. The MAA accelerates the understanding of our world through mathematics, because math drives society and shapes our lives. For more information about the Mathematical Association of America, see [www.maa.org](http://www.maa.org/). The MAA is an Equal Employment Opportunity Employer.

Please email resume, cover letter, and salary expectations (required) to:

Elizabeth H. Richards, SPHR, GPHR

Mathematical Association of America

E-mail: hr@maa.org