The Mathematical Association of America seeks candidates for the position of Secretary.  The Secretary is a crucial leader in the MAA and one of the most important faces of MAA to its members.   Working closely with MAA President(s) and the Executive Director, the Secretary helps shape and guide the Association through coordination of governance and volunteer activities, oversight of committee appointments, management of MAA prizes and awards, maintenance of MAA archives, and close work with MAA members and staff.   More details on the Secretary’s activities can be found online:   <http://www.maa.org/about-maa/employment-opportunities>

The new MAA Secretary will assume full duties February 1, 2018, upon the retirement of current MAA Secretary, Barbara Faires.  Beginning in early 2017, the Secretary-elect will participate in MAA governance and business for a full year before taking office.  The Secretary’s term is 5 years.

The Secretary maintains an MAA office at his/her home location with clerical support provided by MAA. All necessary expenses incurred by the Secretary in performance of responsibilities are reimbursed.  A formal agreement to support the work of the Secretary’s office will be negotiated with the successful candidate and his or her employer.

A successful candidate will possess many of these traits: strong people skills, proven administrative experience, substantial experience with MAA, a commitment to MAA’s mission, and a creative imagination for how evolving technologies may change and improve MAA operations.

An application includes (i) a letter of application explaining one’s qualifications; (ii) a CV, and (iii) names of three pertinent references.  These materials should be submitted electronically to [hr@maa.org](mailto:hr@maa.org).  Questions may be directed to Paul Zorn, chair of the search committee.  Review of completed applications will begin August 15, 2016.