



Programs and Competitions Assistant

Job Summary

The Mathematical Association of America's Programs and Competitions Departments leads initiatives that advance the MAA's mission to promote the understanding, teaching, and learning of mathematics. These departments manage the prestigious American Mathematics Competitions, the Putnam Competitions, and various programs for MAA members ranging from secondary teachers to higher education professionals. Through these efforts, the MAA fosters collaboration, cultivates mathematical talent, and supports excellence in mathematical education and scholarship.

As Programs and Competitions Assistant, you'll manage communications with our community and support the logistics of running MAA's nationally renowned programs and mathematics competitions with a team of dedicated professionals committed to MAA's mission.

Job Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned as needs arise.

- Update MAA website regularly with information on programs and competitions
- Draft and oversee communications plans for all MAA programs and competitions in consultation with leadership
- Manage the common inboxes for MAA Programs and Competitions, answering or redirecting emails as appropriate
- Provide logistical support for the MAA Putnam undergraduate competition, working with competition staff and faculty director
- Coordinate logistics for MAA's USA teams in international competitions including communications with students and teachers, international competition registration and payments and press release drafts
- Support the MAA international competitions programs by communicating with International Group leaders Support other MAA staff, the MAA Customer service

centers, MAA members and vendors with logistics for MAA programs and competitions to ensure these run smoothly

- Provide on-site support at MAA Mathfest for programs and competitions related events and general conference activities

Minimum Qualifications

To perform this job successfully, an individual should possess the knowledge, skills, and abilities, education, training, and/or work experience listed here.

Education

- Bachelor's degree preferred;

Experience

- Proficiency in Microsoft Office and Google Workspace required
- Experience with customer service preferred
- Excellent written and verbal communication skills required

Knowledge, Skills, and Abilities

- Strong organizational and project management skills with the ability to manage multiple tasks and deadlines.
- Excellent communication and interpersonal skills with the ability to engage a wide variety of constituents.
- Strong writing ability; experience drafting communications for external audiences a plus
- Ability to work independently and collaboratively in a fast-paced environment.
- Proficiency in Microsoft Office and Google applications; experience with databases and project management tools a plus.

Competencies

- Customer Service: Committed to increasing customer satisfaction, sets proper customer expectations, assumes responsibility for solving customer problems, ensures commitments to customers are met.
- Dependability: Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, meets attendance/punctuality requirements.
- Communication: Understand and communicate effectively with others using a variety of contexts and formats, which include writing, speaking, reading, listening and interpersonal skills.
- Teamwork: Contributes to meeting team deadlines and responsibilities, listens to others and values opinions, helps team to meet goals, welcomes newcomers and promotes a cooperative team atmosphere
- Productivity: Manages a fair workload, volunteers for additional work, prioritizes tasks, develops good work procedures, manages time well, and handles information flow.
- Integrity: Earns the trust and confidence of coworkers, members, and other partners through honest communication, ethical behavior, and professionalism in all interactions.

- Organization: Sets priorities, goals, and timetables to complete required tasks or projects. Tracks progress and makes necessary adjustments to efficiently complete work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

- General office with a hybrid work schedule with Tuesday and Wednesday required in office in Washington, DC.
- Some evening and weekend work to support events

Travel: Ability to travel at least two weeks per year for national meetings and the potential of up to approximately two additional weeks per year to support specific projects.

This job description should not be construed to imply that these requirements are the only standards for the position. Incumbents will follow any other instructions and perform any other related duties as may be required. MAA has the right to revise this job description at any time. MAA is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual arrangement between you and MAA.

To apply to send a cover letter and resume to hr@maa.org

Equal Opportunity Employer