The Mathematical Association of America (MAA), a national professional association, seeks a full-time Programs Assistant. Duties include:

* Providing administrative support for MAA member programs and communities including the 29 regional sections, special interest groups, student programs and activities, professional development programs, various grant-funded programs and association officers as needed.
* Updating webpages relevant to MAA’s Programs and Communities
* Processing travel and grant expense reimbursement requests
* Providing general onsite support in coordination with MAA meetings staff at conferences as needed.

The successful candidate for this position must have strong administrative skills (e.g., detail orientation, good time management, and overall organization), excellent interpersonal skills (i.e., written and verbal) as well as strong technical skills including standard Microsoft Office applications. Candidates must have the ability to meet deadlines, work independently and collaboratively, coordinate projects and possess a strong work ethic. Familiarity with web page editing as well as database and project management systems (e.g. Drupal, Personify, MS Access) is highly desirable. Minimal travel (i.e., two one-week conferences per year held in the U.S.) is required.

The annual salary for this position is $40 – $42K and includes an excellent benefit package. Candidates must have a High School Diploma (Bachelor’s degree, desired) as well as 1 - 2 years of work experience.

The Mathematical Association of America, located in the historic Dupont Circle area of Washington DC, is the largest professional society that focuses on mathematics accessible at the undergraduate level. For more information about the Mathematical Association of America, see [www.maa.org](http://www.maa.org/).

Please email cover letter and resume to:

Elizabeth H. Richards, SPHR, GPHR

Mathematical Association of America

E-mail: [hr@maa.org](mailto:hr@maa.org)