



Job Description

Job Title:	Assistant for Competitions Operations
Reports To:	Director of Competitions Operations
FLSA Status	Nonexempt
Date Prepared	May 2023

The Mathematical Association of America is the world's largest community of mathematicians, students, and enthusiasts. We further the understanding of our world through mathematics as mathematics drives society and shapes our lives. Our mission at the MAA is to advance the understanding of mathematics and its impact on our world. We do so through our values of, Community, Inclusivity, Communication, and Teaching and Learning.

Working at the MAA means that you will be joining a dynamic and dedicated team where your contributions will be encouraged and appreciated. We offer a full array of highly competitive benefits, and we are located within a desirable area of Washington, DC.

Job Summary:

The Assistant for Competitions Operations provides support and project coordination to the Competitions Department at the MAA while reporting to the Director of Competitions Operations.

Job Responsibilities:

To perform this job successfully requires understanding the strategic goals of the Competitions Department and supporting the execution of these goals. Each essential duty and responsibility must be performed satisfactorily. Other duties may be assigned to meet MAA business needs.

This role will provide overall support of business processes, coordination, and execution for:

- Program Support
 - Mathematical Olympiad Program (MOP): coordinate logistics and paperwork with students and staff
 - Sliffe: collaborate with Sliffe Chair and communications department to announce and award K12 teachers
 - Mathematical Olympiad Award Ceremony (MOAC): Organize logistics of invited students and families and process all awarding paperwork

- American Mathematics Competitions (AMC) International
 - Create annual contracts for International Group Leaders (IGLs)

- Support the development of a strategic plan for the international program
- Manage MAA communications with international partners
- Track payments, invoicing, and score reports for IGLs
- Customer Service and Vendor Relationships
 - Serve as lead contact for the Service Center, manage weekly meetings and deliverables
 - Track deliverables, shipping, and timeline management with vendors
 - Respond to departmental emails inquiries in AMC HQ, AMC Tech, and AMC International to include finance requests, list sales, and policy inquiries
- Competitions Operations
 - Provide administrative support for all Competitions deliverables for vendors and editorial boards according to the specified timeline
 - Support all competitions, including the Putnam Competition, and all grading events
- General Administration
 - Update departmental timelines, website, and other materials
 - Document policies and procedures
 - Provide general and administrative support for the department

Minimum Qualifications

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

Education

- Bachelor's degree or equivalent experience required.

Experience

- 2+ years of office administration experience required

Knowledge, Skills, and Abilities

- Exceptional communication skills, both written and verbal.
- Strong grammatical skills for proofreading and editing.
- Proficiency with MS Office Suite and other technology, including web-based systems (e.g., Google Docs, Adobe).
- Strong organizational skills that reflect an ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to exercise sound judgment, use discretion, and maintain confidentiality.
- Ability to maintain cooperative and mutually beneficial relationships.
- Ability to handle matters expeditiously and proactively, and follow through on projects to successful completion, often with deadline pressures.

- Ability to work effectively as an individual contributor and as a highly resourceful team player.
- Demonstrates the highest level of customer/client service and response.
- Forward-looking thinker, who actively seeks opportunities and proposes solutions.
- Problem-solving and decision-making capabilities.

Working Conditions

- General office environment.
- Occasional weekend/evening work to attend meetings and conferences
- Limited travel (<5%)

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

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.

Equal Opportunity Employer