



Assistant for Competitions Operations

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 because 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 and 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 Washington, DC location.

Job Summary:

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

Job Responsibilities:

To perform this job successfully, an individual must be able to understand the strategic goals of the Competitions Department and support execution of these goals. Other duties may be assigned to meet MAA business needs.

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

Vendor Relationships

- Lead contact for the Service Center, manage weekly meetings and deliverables
- Negotiate pricing with printers, translators, and other competition related vendors
- Track deliverables, shipping and timeline management

Database Analytics

- Handle all database inquiries and list requests
- Process cut-off numbers and lists for all competitions
- Provide analysis of year over year reports on demographics and other research requests
- AMC International
 - Create annual contracts for International Group Leaders (IGLs)
 - Support development of strategic plan for international business

- Manage MAA communications with our international partners
- Track payments, invoicing, and score reports for IGLs

Competitions Operations

Ensure all competition deliverables for vendors and editorial boards are completed according to specified timeline

Work with our Service Center to process data for invitational competitions

Provide operational support for all invitational international competitions, the Putnam Competition, and all grading events

- Support program preparation for department:
 - Update departmental timelines
 - Document new processes and procedures
 - Respond to departmental emails
 - Document policies and procedures and update website and other materials
 - Provide general and administrative support for 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 required.

Experience

- 2+ years of office administration experience, required

Knowledge, Skills, and Abilities

- Exceptional communication and interpersonal skills both written and verbal.
- Strong grammatical skills for proof reading and editing.
- Proficiency with MS Office Suite and other technology including web-based systems (i.e. Google Docs, AMS systems, intranet administration, Adobe Suite). Preferred experience with LaTeX.
- Strong organizational skills that reflect 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, 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.
- Demonstrates 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 please send a cover letter and resume 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