



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. The mission of the MAA is to advance the understanding of mathematics and its impact on our world. Our members include university, college, and high school educators and teachers; graduate and undergraduate students; pure and applied mathematicians; computer scientists; statisticians; STEM professionals, and many others in academia, government, business, and industry. We welcome all who are interested in the mathematical sciences.

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 Senior Manager of Competitions Operations. The Assistant for Competitions Operations also will be a key interface with students and faculty who participate in American Mathematical Competitions (AMC), William Lowell Putnam Competition, and other MAA-sponsored programs (e.g., the Mathematical Olympiad Program and AMC International Programs).

Job Responsibilities:

To perform this job successfully, an individual must understand the Competitions Department's strategic goals and support the execution of these goals. To successfully accomplish the responsibilities of this role, the candidate should have strengths in data analytics and professional business skills.

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

Competition Operations

- Provide operational support for all AMC and Putnam competitions and all grading events
- Run score reporting, data matching and operational data support for competitions and the Mathematical Olympiad Program by running R-Scripts and advanced level Excel formulas
- Manage competitions registration, data and reporting in Fonteva, Salesforce, EVI and the AMC registration system
- Coordinate eligibility, registration, materials, and post-event correspondence for international competitions

Stakeholder Relationships

- Communicate with internal and external constituents by email and other correspondence
- Lead team, vendor, and cross-departmental meetings

Departmental Support

- Update websites and digital documents using Drupal Suite, Canva, and Wordpress

- Use mail merge to send score reports to individuals and groups
- Create and manage departmental competitions timelines annually
- Document new processes, policies, and procedures
- Provide general administrative support, as needed
- Other duties may be assigned to meet MAA business needs.

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 and skill required. Courses in statistics/data analytics are a plus.

Experience

- 2+ years of work experience

Knowledge, Skills, and Abilities

- Exceptional communication and interpersonal skills, both written and verbal.
- Strong grammatical skills for proofreading and editing.
- Proficiency with MS Office Suite with strong Excel skills and technology platforms, including web-based systems (i.e., Google Docs). Experience with LaTeX a plus.
- Strong organizational skills that reflect the ability to seamlessly perform and prioritize multiple tasks 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 tasks expeditiously and proactively, following through on projects to successful completion, often with deadline pressures.
- Ability to work effectively as an individual contributor and a highly resourceful team player.
- Demonstration of the highest level of customer/client service and response.
- Forward thinking, actively seeking opportunities, and proposing solutions.
- Demonstration of problem-solving and decision-making capabilities.

Working Conditions

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

To apply send 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 a contractual arrangement between you and MAA.

Equal Opportunity Employer