

MAA Secretary

The Mathematical Association of America seeks candidates for the position of Secretary.  The Secretary is a crucial leader in the MAA and one of the most important faces of MAA to its members. The MAA seeks candidates with a demonstrated commitment to MAA’s mission to advance the understanding of mathematics and its impact on our world.

Working closely with MAA President(s) and the Executive Director, the Secretary helps shape and guide the Association through coordination of governance and volunteer activities, oversight of committee appointments, management of MAA prizes and awards, maintenance of MAA archives, and close work with MAA members and staff.  More details on the Secretary’s activities can be found online:   https://www.maa.org/about-maa/governance/maa-bylaws-and-articles-of-incorporation.

The new MAA Secretary will assume full duties February 1, 2022 upon the conclusion of current MAA Secretary, James Seller’s term.  The Secretary-elect will participate in MAA governance and business starting August 1st, 2021.  The Secretary’s term is 4 years.  While the work varies based on scheduled meetings of the Board and other key responsibilities, it is anticipated that the work will require approximately 1.5 days/week.

The Secretary works primarily from their home location, with clerical support provided by MAA staff. All necessary expenses incurred by the Secretary in performance of responsibilities are reimbursed.  A formal agreement to support the work of the Secretary’s office will be negotiated with the successful candidate and their employer.

A successful candidate will possess many of these traits: strong people skills, proven administrative experience, substantial experience with MAA, a commitment to MAA’s mission, and a creative imagination for how evolving technologies may change and improve MAA operations.

An application includes (i) a letter of application detailing how qualifications and experience can support MAA’s values of community, inclusivity, communication, and teaching & learning; (ii) a CV, and (iii) names of three pertinent references.  These materials should be submitted electronically to [hr@maa.org](mailto:hr@maa.org).  Questions may be directed to Michael Dorff, chair of the search committee.  Review of completed applications will begin March, 2021.

**Equal Opportunity Employer**