



## **Job Description**

### **Manager, Competitions Operations: Project Manager**

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 Manager, Competitions Operations, is responsible for managing the operations of the Competitions Department for the Mathematical Association of America (MAA). This role will manage the Competition Assistants staff and report to the Director, Competitions Operations.

#### **Job Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may be assigned to meet MAA business needs.

- Reviewing contracts, timelines, and work duties as it pertains to the execution of American Mathematics Competitions (AMC) and Putnam Competitions.
- Management and execution of Competition grading events. To include: AMC 8, AMC 10/12, AIME, USAMO, and the Putnam Competitions.
- Review of workflow and processes as it pertains to the Competitions Program.
- Manage updates of the MAA Competitions pages of the website.
- Oversee coordination of Editorial Boards, vendors, and Service Center team.
- Review and approve updates to Competition materials and policies.
- Support implementation of new IT systems.
- Hiring and reviewing of contracts for the Mathematical Olympiad Program (MOP).
- Management duties included in the opening and closing of MOP.
- Oversight of reimbursements and vendor payments.

#### **Minimum Qualifications**

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

- Significant experience in project planning and execution to include defining and implementing projects
- Proven excellence in time management – defining project schedule and timeline for deliverables, monitoring progress and assessing risks to plan.
- Familiarity with reviewing financial statements and making recommendations
- Supervisory experience
- Demonstrated ability to manage simultaneous projects and prioritize
- Proactive problem solver and decision maker
- Able to build excellent vendor rapport
- Avid learner, willing and eager to take on new challenges
- Exceptional interpersonal skills, exhibits a positive attitude and a professional demeanor
- Proficiency with MS Office Suite and other technology including web-based systems (i.e. Google Docs, AMS systems, intranet administration, Adobe Suite).
- Exceptional written and oral communication skills, including proof-reading and editing
- Demonstrates a customer focused service mentality
- Ability to work with creativity and flexibility in a fast paced environment while maintaining high work standards
- Ability to work independently as well as collaboratively with internal and external stakeholders.
- Ability to create new processes and demonstrate sound judgment
- Exhibits a high degree of personal initiative
- Strong organizational skills with attention to detail

#### Education and Experience

- Bachelor's degree
- 3 - 5 years project management experience
- 3 - 5 years staff management experience

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift approximately 20-25 lbs.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standard office environment

- Approximately 8-10 weekends a year and some evening work is required for conferences, grading meetings, and special events

**Travel:** <5%, travel to local and national MAA conferences and special events

**This job description does not imply that the stated requirements are the only expectations for the position. Incumbents are expected to perform any other duties that may be assigned. 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 agreement between you and MAA.**