



MAA

MATHEMATICAL ASSOCIATION OF AMERICA

Program Director, Tensor SUMMA Part-Time

The Mathematical Association of America includes in its mission to advance the understanding of mathematics and its impact on our world. The Tensor Foundation has provided funding for the MAA to award grants for projects designed to encourage the pursuit and enjoyment of mathematics by students who are members of groups historically underrepresented in the field of mathematics. Reporting to the Director of Programs and Grants Management, the program director for Tensor-SUMMA (Strengthening Underrepresented Minority Mathematics Achievement) is a part-time, remote position. The program director will lead implementation for the yearly cycle of Tensor-SUMMA awards and grantees. An ideal candidate for this position will have interest and experience in successfully incorporating a diverse, equitable and inclusive culture in educational programs. Furthermore, they will understand the importance of this role in bringing diversity to the forefront of mathematics.

The award cycle for this program begins in fall and ends in the spring. The director will be expected to travel to Washington, DC, to facilitate the proposal review panel in person in early spring. Outside of the active award cycle, the director will field questions from current and past grantees, looping in MAA when needed.

Job Responsibilities:

- Solicit grant proposals and communicate with current and prospective project organizers to answer questions regarding project design and implementation
- Identify, convene and chair a yearly proposal review panel
- Notify all applicants of funding decisions
- Work with MAA staff to plan program logistics, deliverables, timelines and collect annual reports for funded projects
- Liaise with MAA Committee on Minority Participation in Mathematics (CMPM)
- Provide annual reports on the status of the program to CMPM and the Tensor Foundation
- Work with awardees to encourage participation at MAA conferences

Qualifications:

Education

- Master's degree in the mathematical sciences or a related field

Experience

- Experience working with grant-funded programs (preferably related to STEM education)
- Strong track record managing projects towards successful outcomes
- Proven ability to work effectively and respectfully with diverse populations in a culturally sensitive way.

Knowledge, Skills, and Abilities

- Ability to provide programmatic assistance and counsel to external stakeholders
- Exceptional communication and interpersonal skills both written and verbal.
- Ability to represent the organization at conferences and effectively share outcomes and impact of the funded projects



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- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Ability to work efficiently and independently
- 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, including with deadline pressures.
- Demonstrated high level of service and response.
- Proficiency with MS Office Suite and other technology including web-based systems, such as Google Drive

Working Conditions

- This is a telework position. Candidates should ensure they have appropriate space and equipment to carry out responsibilities.
- This is a part-time position. A stipend will be provided annually, and expenses for required travel will be reimbursed. Other benefits will not be offered.

To apply please send cover letter and resume to programs@maa.org by July 31, 2020.

EQUAL OPPORTUNITY EMPLOYER