

OPEN POSITION

**Membership Assistant – Term Position until 2/1/2014
Membership and Programs Department**

This position will assist with the planning, scheduling and implementation of membership promotion and retention efforts for the society, using a variety of media including print, social media, web content and email. Oversight of a new program of graduate student chapters is expected.

RESPONSIBILITIES:

- With the guidance of the manager, plan, budget and schedule various membership retention and recruitment efforts
- Track and report costs and results of promotions and maintain the database of mailing/inventory information
- Write, edit, or update printed and web documents
- In collaboration with the manager, devise and implement strategies to improve the membership experience for various categories of members, including students
- Organize and perform certain membership tasks such as providing letters for dues mailings, maintaining lists and forms, and annually updating membership information

QUALIFICATIONS:

- Familiarity with marketing, promotions or membership required
- Familiarity with mathematics, with academic life, or with non-profits desirable
- Proven writing, editing and proofreading skills
- Ability to work with html to produce or update web pages
- Ability to learn to build and maintain layouts, scripts, and tables in self-managed database software used within the department

EDUCATION and/or EXPERIENCE:

- Bachelor's degree or equivalent required
- Marketing education or experience is needed
- Experience with academia, non-profits, membership, or marketing data is desirable

To apply go to: <https://home.eease.adp.com/recruit/?id=2614771>

For more information reference position code 0314.06W