

OPEN POSITION

**Department Secretary - Part Time (22.5 hrs.)
Executive Director Department**

Provide administrative and clerical support for the Executive Director Department.

RESPONSIBILITIES:

- Coordinate annual AMS election process
- Coordinate preparation of lecture notes and publicity for the annual Current Events Bulletin Lectures
- Travel to annual Joint Mathematics Meetings (early January)
- Staff support for monthly management meetings
- General secretarial support including word processing, filing, phone coverage, supply ordering

QUALIFICATIONS:

- Superior organizational skills and attention to detail
- Superior oral and written communication skills
- Superior interpersonal skills
- Ability to handle multiple priorities effectively and work independently
- Knowledge of Microsoft Office products; mastery of Outlook, Word, and Excel
- Willing and able to occasionally work extra hours
- Experience working with college or university faculty a plus

EDUCATION and/or EXPERIENCE:

- Bachelor and/or secretarial degree and at least 5 years secretarial experience preferred.

To apply go to: <https://home.eease.adp.com/recruit/?id=651461>

For more information reference position code 0700.02W.