

OPEN POSITION

**Assistant to the Director of Education and Diversity-Internal Post, Employees Only until 10/12/2016
Education & Diversity Department**

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Assistant to the Director of Education and Diversity in the Society's Providence, RI headquarters. This administrative position provides advanced administrative support to the Director of Education and Diversity. The position requires a self-directed individual who is organized, responsible, and is able to handle multiple tasks and set priorities appropriately. The ability to prepare documents and correspondence relating to confidential and sensitive administrative, budgetary, and personnel matters is essential, as is the ability to evaluate issues independently, and to assist in their resolution.

Come and be part of an extraordinary collection of talent who support the Society's membership activities.

RESPONSIBILITIES:

- Provide secretarial help as needed to include: scheduling and coordinating meetings, managing and maintaining calendar, preparing agendas, making appointments and travel arrangements, processing travel vouchers, filing
- Organize and prepare routine and non-routine correspondence including reports and spreadsheets
- Provide staff support for AMS committees, as assigned
- Coordinate with other AMS staff members
- Plan, organize, and coordinate department-sponsored events
- Assist in the preparation of grant proposals. Prepare departmental and external grant reports
- Assist with preparation and analysis of departmental operating plan and budget
- Assist in the maintenance of department-related web pages

QUALIFICATIONS:

- Intermediate to advanced proficiency with electronic office applications
- Ability to communicate effectively both orally and in writing
- Aptitude for working with numbers and financial data; strong analytical skills
- Demonstrated ability for accuracy and thoroughness
- Ability to maintain a high degree of confidentiality and professionalism in all aspects of the job
- Commitment to holding self and others accountable in completing tasks and meeting deadlines

EDUCATION and/or EXPERIENCE:

- Bachelor's degree preferred with at least five years of related experience is required
- Experience with the academic community is helpful

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

To apply go to:

https://workforcenow.adp.com/jobs/apply/posting.html?client=amsocie&jobId=18008&lang=en_US&source=CC3

Date Posted: 10/05/2016

Closing Date: Until Filled

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