

OPEN POSITION

**Data Collection Assistant
Membership and Programs 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 Data Collection Assistant in the Society's Providence, RI headquarter. The Data Collection Assistant focuses on data collection for at least five different surveys. Responsibilities include production of data collection materials, distribution of forms, collection and entry of data, efforts to increase response rates and preliminary data cleaning. Such services may also be provided on user satisfaction survey efforts within the division. Additionally, this position supports the Data Committee and provides other key services to the department.

Come and be part of an extraordinary collection of talent who support the Society's Membership and Programs efforts.

RESPONSIBILITIES:

- Annual Survey: Print, mail, or email surveys. Receive, track, and enter data. Check and do preliminary data cleaning. Follow up with respondents on inconsistencies
- Data Committee: provide support to the Special Projects Officer and Survey Analyst by gathering and producing committee documents necessary for meeting agenda. Attend meeting and take notes. Draft minutes, distribute travel vouchers, and process committee reimbursements
- Other data-related efforts: use data to create interesting content for exhibit booths and social networking. Manage PDF and HTML content on the AMS web site
- Provide data collection services and guidance for customer satisfaction surveys within the division
- Communicate effectively with other AMS department staff regarding design, printing, and distribution of all materials
- Employment Center: Provide support for the Employment Center at the Joint Mathematics Meetings

QUALIFICATIONS:

- Superior organizational skills, attention to detail, and the ability to spot inconsistencies
- Proven experience in coordinating multiple projects to meet schedules
- Skills with handling customers in person, by phone, and via electronic means
- Excellent English writing and communication skills
- Ability to follow and update written documentation of procedures
- Must be available for domestic travel for a period of up to one week once or twice per year
- Working knowledge of PC's and Microsoft software, including Word and Excel
- Ability to learn software from manuals or limited training sessions such as: FileMaker Pro, Snap Survey, InDesign, Smart Mailer, Click Yes Pro, Adobe Acrobat Professional, Customer Service Databases (Personify), HTML, web browsers, Facebook, Twitter, Mathjobs.org and in-house programs

EDUCATION and/or EXPERIENCE:

- Some college desirable, or demonstrated analytical skills
- Experience with the management of data, records or customer information

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=18006&lang=en_US&source=CC3