



201 Charles Street, Providence, RI 02904-2294

Phone: 401-455-4000, Fax: 401-455-4006

www.ams.org

Human Resources

OPEN POSITION

**Membership Assistant  
Part-Time Position  
Membership and Programs Department**

The work of this 22 hour position involves implementing and tracking the Society's membership promotion and retention efforts. Organizing mailings, handling schedules and printing, and formatting mailing lists are a few of the major duties. This person should have good marketing instincts in the academic/research arena and be detail-oriented.

**RESPONSIBILITIES:**

Work with manager to develop annual schedule of membership development efforts. Track supplies and printed materials. Format, proofread, and occasionally write letters, flyers and ads. Work with print shop, mailroom and other departments as needed to maintain schedule. Implement tracking methods, and compile and report results using database software. Occasionally update or create AMS web pages. Plan and pack for an annual membership exhibit at the Joint Mathematics Meetings. Travel to this event each January to assist in setup, breakdown and staffing of the booth. Occasionally perform this independently at smaller meetings.

Handle department inventories of AMS-logo items, and ship to various events.

Assistance with day to day department functions such as phone coverage, mail processing, or responding to inquiries is expected.

**QUALIFICATIONS:**

The well qualified candidate will have proven abilities in some or all of the following areas: writing and layout of letters, brochures and flyers, use of database software; editing or creating html pages using style specifications, and maintaining workflow while handling multiple priorities. When dealing with the mathematics community in person or from the office, a personable, helpful manner is required. Domestic travel is required at least once per year.

Bachelors degree preferred. Experience in learning software is helpful, as the job will require use of Word, Excel, Acrobat, html, email, and Filemaker Pro. Experience with writing, marketing or with the academic community is helpful.

Interested applicants should send a resume and salary requirement to:

Human Resources – Job Code: 0614.03  
American Mathematical Society  
201 Charles Street  
Providence, RI 02904-2294  
e-mail: [resumes@ams.org](mailto:resumes@ams.org)

Posting Date: 04-24-08  
Closing Date: 05-01-08

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