

Associate Executive Director *for Meetings and Professional Services*

Applications are invited for the position of Associate Executive Director for Meetings and Professional Services.

The Associate Executive Director heads the division of Meetings and Professional Services in the AMS, which includes approximately 20 staff in the Providence headquarters. Departments in the division work on meetings, surveys, professional development, educational outreach, public awareness, and membership development. The Associate Executive Director has high visibility, interacting with every part of the Society, and therefore has a profound effect on the way in which the AMS serves the mathematical community. It is an exciting position with much opportunity in the coming years.

Responsibilities of the Associate Executive Director include:

- Direction of all staff in the three departments comprising the division
- Development and implementation of long-range plans for all parts of the division
- Budgetary planning and control for the division
- Leadership in creating, planning, and implementing new programs for the Society

Candidates should have an earned Ph.D. in one of the mathematical sciences and some administrative experience. A strong interest in professional programs and services is essential.

The appointment will be for three to five years, with possible renewal, and will commence in January 2014. The starting date and length of term are negotiable. The Associate Executive Director position is full time, but applications are welcome from individuals taking leaves of absence from another position. Salary is negotiable and will be commensurate with experience.

Applications (including a curriculum vitae and a letter explaining administrative experience and interest in the position) should be sent to:

Dr. Donald McClure
Executive Director
American Mathematical Society
201 Charles Street
Providence, RI 02904-2294 USA
email: ams@ams.org
tel: 401.455.4000
fax: 401.331.3842

**Applications received by
September 3, 2013 will receive
full consideration.**

The American Mathematical Society
is an Affirmative Action/Equal
Opportunity Employer.