

Special Projects Officer

Division of Meetings and Professional Services

Applications and nominations are invited for the position of Special Projects Officer in the Division of Meetings and Professional Services.

The division is the locus for programs and services that directly affect the entire mathematical community. Departments in the division work on meetings, surveys, professional development, research grants, employment services, educational outreach, public awareness, and membership development. The Special Projects Officer will work with the Associate Executive Director for Meetings and Professional Services in guiding and implementing these programs. The division includes approximately 20 staff in the Providence headquarters.

Responsibilities of the Special Projects Officer include:

- Providing mathematical expertise and support for such services as data collection, grant programs, and programs for early-career mathematicians;
- Serving as liaison to AMS officers and committees;
- Administering and overseeing grants and contracts;
- Writing grant proposals;
- Assisting in developing and implementing new programs for the Society.

Candidates should have an earned Ph.D. in one of the mathematical sciences and significant academic or administrative experience. Familiarity with the mathematical community and a strong interest in professional programs and services are essential. An interest in surveys and data analysis would be an asset.

This is a full-time position at the Society's headquarters in Providence, with a starting date of July 1, 2015. Salary will be commensurate with experience.

Applications must include a curriculum vitae and a letter describing the applicant's administrative and/or academic experience and his or her interest in the position.

Nominations and applications should be sent to:

Dr. T. Christine Stevens
Associate Executive Director
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**Applications received by
May 4, 2015 will receive
full consideration.**

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Opportunity Employer.