This pilot course is designed for mathematics department administrators, regardless of title, who oversee and/or manage some or all of the functions listed below (the target audience is departmental staff, not faculty):

- Academic Programs and Activities
- Admissions
- Budgets and Grants
- Diversity Efforts
- Faculty/Scholar Recruitment, Hiring, and On-Boarding
- Faculty/Scholar and Student Support
- Marketing and Publicity
- Staff Supervision
- Title IX Referrals and Support
- Visitor Resources

Attend this workshop to collaborate with other professionals who have similar responsibilities. Share best practices and build connections with other math administrators.

To register for this event, please complete the required information at [www.ams.org/adminsworkshop](http://www.ams.org/adminsworkshop).

In addition to providing your information here, non-mathematician attendees must purchase a JMM 2020 special guest registration at $25. After completing the required details, please email mmsb@ams.org to arrange this special registration.

Registrations will not be complete without a corresponding JMM 2020 registration.