

POSITION AVAILABLE

## ASSOCIATE DIRECTOR OF GOVERNMENT RELATIONS

AMERICAN MATHEMATICAL SOCIETY

The American Mathematical Society (AMS) is a nonprofit membership society dedicated to advancing research and connecting the diverse global mathematical community through our publications, meetings and conferences, MathSciNet®, professional services, advocacy, and awareness programs. Society offices are located in Providence, RI (headquarters), Pawtucket, RI, Ann Arbor, MI, and Washington, DC.

The AMS Office of Government Relations is looking for an enthusiastic and results-oriented Associate Director of Government Relations to help advance the Society's education policy priorities on Capitol Hill and with the executive branch. The Associate Director oversees the AMS education policy portfolio, with a focus on undergraduate and graduate education in the mathematical sciences—including collaborating on AMS programs that support students working toward advanced degrees in the mathematical sciences and their preparation for careers both inside and outside of academia. The Associate Director works to promote diversity and inclusiveness in the mathematical sciences.

The new Associate Director will join our Washington, DC office. We are located in a modern office space, in the beautiful Capitol Hill neighborhood, and less than a mile from the U.S. Capitol building. Start date is negotiable.

### RESPONSIBILITIES:

- Provide leadership for AMS policy and advocacy efforts that support education in the mathematical sciences.
- Build and maintain relationships with congressional and executive branch staff, and other DC-based policymakers and organizations.
- Interact with academic departments at the undergraduate and graduate levels.
- Work directly with the AMS Director of Government Relations.
- Work closely with staff at our Providence headquarters to develop programmatic initiatives that support student preparation for, and success in, graduate programs leading to an advanced degree in the mathematical sciences.
- Work closely with AMS policy committees.
- Serve as a trusted resource for the Society's members, leadership, and staff for federal science policy-related questions, events, and activities.

### EXPERIENCE AND QUALIFICATIONS:

- An earned doctorate required, and in the mathematical sciences preferred.
- Academic and administrative experience, including familiarity with PhD programs.
- Experience with legislative process and/or executive branch preferred.
- Strong written and oral communication, presentation, and interpersonal skills; demonstrated ability to describe scientific and technical matters to multiple audiences.
- Strong organization and prioritization skills; keen attention to detail.
- A commitment to advancing policy issues impacting the scientific community.

### APPLICATION PROCESS:

Submit your application on MathJobs.Org at <https://www.mathjobs.org/jobs/list/17535>

Applications must include a cover letter describing your experience and interest in the position, a curriculum vitae, and three letters of recommendation. **Applications will be accepted until the position is filled.** Confidential inquiries about this position may be directed to Karen Saxe, Associate Executive Director ([kxs@ams.org](mailto:kxs@ams.org)).



*Equal Opportunity/Affirmative Action Employer.*

*The AMS supports equality of opportunity and treatment for all participants, regardless of gender, gender identity or expression, race, color, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, disabilities, veteran status, or immigration status.*