



MathAMATYC Educator Production Manager

Appointment Process

The Production Manager is recommended by the President and appointed by the Executive Board. This position reports to the Board liaison.

Term of Office

The term length is five years and will be concurrent with the term of the *MathAMATYC Educator* Editor. The starting date of each term is immediately following the end of the conference and the ending date is at the end of the conference. The term limit is two consecutive terms.

Qualifications

1. Proficient in emailing, word processing, and faxing.
2. Competent in proofreading, writing, and grammar.
3. Publishing and reviewing experience.
4. Understand editing procedures.
5. Willing to explore new ideas to enhance member satisfaction.
6. Able to remain tactful and helpful to authors and reviewers, yet create and maintain a quality product within AMATYC policies.
7. Possess excellent organizational skills and ability to manage document flow to ensure on-time publication of *MathAMATYC Educator*.
8. Able to facilitate the on-time publication of 3 or 4 issues per year.
9. Possess or willing to obtain a familiarity with the major laws concerning libel, copyright, invasion of privacy, and contempt.
10. Able to view issues objectively and from the point of view of both AMATYC and AMATYC members.
11. Exhibit a team spirit and a commitment to cooperation and collaboration.
12. Possess the personal qualities of patience, sympathy, insight, breadth of view, sense of humor, imagination, interpersonal skills, objectivity, and the ability to remain calm under pressure.
13. Helpful, but not required: An understanding of typesetting and/or knowledge of a typesetting program like Adobe® InDesign®.

Duties

1. Be responsible for developing the layout of each issue of *MathAMATYC Educator*.
2. Review all articles, reports, and features of each publication and arrange for the typesetting and physical production of the final product.

Application Process

Applications will be accepted until the position is filled. Applicants should email a letter of interest, a current resume, and letter of support from their supervisor to Jim Roznowski at jaroznow@delta.edu. Also, please contact Jim Roznowski if you have any question regarding this position.