



EXECUTIVE DIRECTOR POSITION

The American Mathematical Association of Two-Year Colleges (AMATYC) seeks an Executive Director to help lead the organization in conjunction with the organization's volunteer leadership and to provide management of its contract employees. AMATYC has over 1750 members, an office staff of four contracted through Southwest Tennessee Community College, a volunteer Board of five national officers and eight regional vice-presidents, and an annual conference attended by more than 1000 mathematics faculty.

JOB DESCRIPTION FOR EXECUTIVE DIRECTOR

The American Mathematical Association of Two-Year Colleges (AMATYC) is an independent non-profit organization of education leaders, faculty, and administrators with the common goal of improving mathematics education and providing quality professional development, focusing on mathematics at two-year colleges. AMATYC's mission is to promote and increase awareness of the role of two-year colleges in mathematics education. The AMATYC Executive Director will supervise contract employees, represent AMATYC at a variety of events and attend AMATYC meetings.

Primary Duties Include:

- Supervise existing contract employees for the organization in conjunction with the Executive Board and the Executive Director for Office Operations;
- Maintain awareness of mathematics education issues in two-year colleges;
- Ensure ongoing, effective communications among members;
- Recommend initiatives to the Board and implement activities that support Board initiatives;
- Represent AMATYC at meetings/conference/events throughout the country;
- Schedule and conduct visits to the appropriate agencies/organizations to introduce the new AMATYC leadership within six months after a change in officers;
- Communicate and collaborate with executive directors of other professional mathematics organizations to network, gather information, and share concerns;
- Attend AMATYC Board meetings, including the Strategic Planning Orientation Meeting, as a non-voting member;
- Attend the AMATYC annual conferences;
- Serve as an ex-officio member of the AMATYC Foundation Board and work to establish and maintain relationships with outside funding sources, public and private;
- Perform other duties as assigned by the AMATYC President and Executive Board.

Minimum Qualifications

1. The candidate must have a Bachelor's Degree from an accredited educational institution. This person should be a self-starter with good organizational and communication skills, and the ability to facilitate the efforts of others. The candidate should be knowledgeable about mathematics education at two-year colleges and have a passion for mathematics education improvement. The candidate should be able to show evidence of budget management. Be conversant about AMATYC's mission, goals, strategic plan, and activities.
2. Be able to travel regularly.
3. Maintain a flexible schedule.
4. Be able to work without direction and possess good interpersonal skills.
5. Be able to communicate effectively orally and in writing.

Desired Qualifications

Preference will be shown for candidates with experience with non-profit organizations. Successful grant writing experience is preferred. Preference will be given to candidates who have taught two-year college mathematics and are a regular/life member of AMATYC. The ideal candidate will be versed in standards-based mathematics education.

This position will require travel on a regular basis to the AMATYC national office in Memphis, to Washington DC, and to other locations as needed. The successful candidate will have a working knowledge of electronic communications. This position is initially an 18-hour per week position, but could increase. Salary will be commensurate with experience and the starting date is approximately June 1, 2011.

AMATYC IS AN EQUAL OPPORTUNITY EMPLOYER

Please send a letter outlining your interest and capabilities with respect to position requirements, along with a resume, and three references as soon as possible to: Dr. Michael Hardie, AMATYC Treasurer; 902 Meadow Vista; Carson City, NV 89705 or to mikehardie@aol.com