



An AMATYC Opportunity

AMATYC Project ACCESS Coordinator

AMATYC is looking for its next Project ACCESS Coordinator. Project ACCESS is a mentoring and professional development initiative for two-year college mathematics faculty. The goal of Project ACCESS is to facilitate current and continued professional growth for a cadre of two-year college mathematics faculty in the areas of Education, Scholarship, and Service with the goal that these faculty become leaders in their profession. The Coordinator plays a key role to ensure that this lofty goal is achieved and is an essential part of running the program.

The AMATYC Project ACCESS Coordinator leads a team that plans and implements the activities of the project for each cohort of ACCESS Fellows. This person also works closely with the AMATYC Board Liaison, the AMATYC office, and the AMATYC Annual Conference planning team.

Interested applicants should email i) a letter of interest, ii) a current resume, and iii) a letter of support from their immediate supervisor to Sarah Pauley, AMATYC Northwest Region Vice President and Search Committee Chair, at spauley@westernwyoming.edu. A review of the candidates will begin April 30, 2019. The selected candidate will begin on January 1, 2020. Please visit www.amatyc.org or contact Sarah Pauley at spauley@westernwyoming.edu with questions regarding this important position.

Term of Office

The term length is three years. The starting date of each term is January 1 and the ending date is December 31. The term limit is two consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes.

General Duties

1. Market AMATYC Project ACCESS.
2. Chair a committee to select new Fellows.
3. Plan and facilitate a program for the Fellows during the national conference.
4. Work within a budget to plan and implement the annual program.
5. Promote the professional development of the Fellows throughout the academic year by supporting and evaluating their individual projects.
6. Promote communication among the Fellows through a mailing list (or equivalent).
7. Work with AMATYC affiliates to involve the Fellows in affiliate conferences.
8. Involve the post-Fellows in the planning and implementation of programs for future cohorts.
9. Work with the AMATYC Grant Coordinator to develop proposals to secure outside funding to support the program.
10. Develop an evaluation tool to determine the impact of the program on the organization.
11. Regularly monitor and keep current the AMATYC Project ACCESS webpages on the AMATYC website. Send updates of these webpages to the AMATYC Website Coordinator as needed.

Qualifications

1. Good written and verbal communication skills.
2. Experience as a workshop presenter.
3. Experience in planning and implementing workshops, meetings, or conferences.
4. Experience in program evaluation.
5. Experience in writing grants.
6. AMATYC member with a Regular or Life membership.
7. Well organized and able to work on a prescribed schedule and timeline.
8. Ability to respond to requests and questions from Fellows promptly.
9. Ability to communicate, work with others cooperatively, and provide leadership to colleagues and Fellows.

Support: Support for this position is available for attendance (travel, half the cost of room accommodations, meal per diem) at the AMATYC Annual Conferences.