



An AMATYC Opportunity Advertising Chair Position

Are you an organized person who has a flare for business? Do you enjoy working with a dynamic group of individuals? If so, then AMATYC has an exciting opportunity for you! The advertising chair will be involved in the preparation for and operation of the AMATYC annual conference and will work year-round. Interested applicants should email a letter of interest, a current resume, and a letter of support from their immediate supervisor to Nancy Rivers, AMATYC Southeast Region Vice President and Search Committee Chair, at njrivers@waketech.edu. A review of the candidates will begin September 16, 2018. The selected candidate will assume the position on January 1, 2019. However, to allow the new chair time for training and possible shadowing, the executive board hopes to have a new chair identified by October. Please visit www.amatyc.org or contact Nancy Rivers <njrivers@waketech.edu> or Keven Dockter <Keven.Dockter@anokaramsey.edu> with questions regarding this important position.

Term of Office

The term length is three years. Terms begin January 1 and end December 31. The position is limited to three consecutive terms.

General Duties

The advertising chair will work closely with the exhibits chair and the conference coordinator. A general list of duties includes the following:

1. Contact publishers, software and hardware vendors, calculator companies, assessment companies, and other potential companies that will advertise in AMATYC publications or on the AMATYC website;
2. Work with the AMATYC office to prepare the information for the mass mailing announcing advertising opportunities for the coming year;
3. Mail advertising packets throughout the year as new potential advertisers are identified;
4. Track and acknowledge reservations for advertising space and re-confirm price as orders come in;
5. Follow up with companies who have advertised in the past;
6. Promote the AMATYC Corporate Partner program;
7. Coordinate conference and yearly advertising opportunities;
8. Assist with the stuffing of the conference bags at the conference.

Qualifications

1. Strong communication skills;
2. Ability to organize and work with multiple projects simultaneously;
3. Ability to work collaboratively with other individuals in a variety of settings;
4. E-skill with word processing, spreadsheets, e-mail, and simple graphics;
5. Initiative and ability to work without close supervision.

Compensation:

Tangible: Partial support for attendance at the AMATYC annual conference per AMATYC policy.

Intangible: This position will allow for significant professional growth as well as the opportunity to build professional support communities.