



# An AMATYC Opportunity

## Assistant Program Coordinator Position

Are you an organized person who enjoys working with a dynamic group of individuals? If so, then AMATYC has an exciting opportunity for you! The assistant program coordinator 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](mailto: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 coordinator time for training and possible shadowing, the executive board hopes to have a new coordinator identified by October. Please visit [www.amatyc.org](http://www.amatyc.org) or contact Nancy Rivers or Keven Dockter <[Keven.Dockter@anokaramsey.edu](mailto: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 assistant program coordinator will work closely with the program coordinator, assistant conference coordinator, and the conference coordinator. A general list of duties includes the following:

1. Assist in ensuring that all information for the conference publications is ready by the deadline;
2. Serve on the program proposal review committee;
3. Meet once in the spring with the program coordinator and assistant conference coordinator to lay out the annual conference program. Have read and rated all proposals prior to this meeting;
4. Continually update the presider's database and prepare a list of procedures for the presiders;
5. Assign the presiders needed for each session and workshop of the conference;
6. Prepare and send an Invitation to Preside, confirmation, and presiding information to each presider;
7. Prepare a "Presider Packet" for each presider;
8. Work with the conference coordinator regarding the staffing of the speaker/presider check-in station at the conference;
9. Check periodically to see that presiders are performing their assigned duties. Assist as needed to help the presider resolve problems such as audio-visual issues;
10. Recruit potential presiders for the next conference and encourage them to complete the online form;
11. Assist attendees with evaluations on the conference app.

### **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.