



An AMATYC Opportunity

Assistant Conference Coordinator Position

The Assistant Conference Coordinator will be involved in the preparation for and operation of the AMATYC annual conference and will work year round. If you would like to be considered for this position, please send an email stating your interest, a resume outlining your qualifications, and a letter of support from your supervisor to Nancy Rivers, AMATYC Southeast Region Vice President and Search Committee Chair, at njrivers@waketech.edu. A review of the candidates will begin May 31, 2018. The selected candidate will assume the position on January 1, 2019.

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 three consecutive terms.

General Duties

The Assistant Conference Coordinator will work closely with the Conference Coordinator on all aspects of the annual conference including the following.

1. Participate in the annual site inspection and refresh visits, when requested by the President or President-Elect.
2. Participate in conference contract reviews when requested.
3. Meet once in the spring with the Program Coordinator and Presider Chair to lay out the annual conference program.
4. Assist in the preparation and proofreading of print and electronic conference materials including, but not limited to, the mini-program and conference program.
5. Review resume (agenda and staging guide) and provide feedback to the Conference Coordinator.
6. Organize the Poster Session at the annual conference, including accepting and reviewing proposals, submitting materials for the miniprogram and program, and handling the on-site setup.
7. Assist the Conference Coordinator with onsite activities during the national conference.
8. Participate in the meetings, that are held at the national conference, of the conference planning team and the conference planning meeting for future conferences.
9. Submit a biannual report detailing activities to the AMATYC Executive Board.
10. Perform other duties as assigned.

Qualifications

1. Experience with the planning of professional development activities such as: workshops, institutes, affiliate meetings, and conferences for other organizations.
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. Ability to monitor and work with a budget.
6. Initiative and ability to work without close supervision.

Compensation:

Tangible: Some support for attendance at the AMATYC Annual Conference per AMATYC policy.

Intangible: Intellectual stimulation, satisfaction, professional development and the satisfaction of serving your profession