

Position: Director of the National Association of Math Circles

Reports to: Director and Deputy Director

Location: Mathematical Sciences Research Institute
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Summary

The Mathematical Sciences Research Institute (MSRI) is an internationally renowned mathematics institute. MSRI was founded in 1982 as an independent non-profit corporation located on a hillside overlooking the campus of the University of California at Berkeley. Its fundamental purpose is to further research in the mathematical sciences through major programs of a semester or a year, through workshops and through post-doctoral training. The Institute hosts an average of 80 researchers in residence at any given time and holds approximately 25 workshops per year with 60–140 participants per workshop. MSRI also engages in outreach to other sciences, to the public, and to various efforts in education, and it is active in encouraging diversity in the research population.

The Mathematical Sciences Research Institute (MSRI) invites applications for a part-time .60 FTE (on average three days per week) **Director of the National Association of Math Circles (NAMC)**, on a one-year renewable basis, effective August 1, 2013 (or agreed-upon start date).

Position Responsibilities: The NAMC Director administers the NAMC, Chairs the Advisory Board, assists in the articulation of mission statements, and assists the MSRI finance and development departments in creating and managing budgets and NAMC fundraising. The Director also oversees NAMC activities such as the awarding of math circle grants, and serves as the lead organizer of NAMC conferences or workshops such as the Circle on the Road. The Director creates publicity for the NAMC and helps to plan evaluation of the NAMC programs.

Qualifications: Successful candidates for the position of the NAMC Director will have significant experience with math circles, substantial administrative experience, and experience working with budgets. The NAMC Director must possess excellent communication and organizational skills and a proven ability to collaborate and work successfully with multiple constituents. Teaching experience in mathematics (at the collegiate or K–12 level) is a plus, and experience and interest in other aspects of K–12 mathematics education such as outreach, research and policy are also desirable.

For an extraordinary candidate holding a faculty position, it may be possible to instead contribute to a buyout or pay summer salary, and to have the holder of the position remain at their home institution. However, even in this case, a significant amount of the workload will of course be spread throughout the year, and occasional physical trips to MSRI will be necessary.

Compensation: Salary will be commensurate with experience. This is an exempt position.

Benefits: Benefits will be determined based upon employment status (Contractor vs. MSRI employee)

Possible Additional Tasks: It is possible that this position can be extended for appropriate candidates to also include the managing of other MSRI educational and outreach activities. The addition of these responsibilities would be compensated accordingly.

Applying for this position

Please submit, in MS Word or Adobe Acrobat file format, the following 5 items of information addressed to Personnel by email to personnel-hr@msri.org:

- Cover letter
- Resume
- Three business references
- Salary history
- Date Available

Please note that only complete applications will be considered.

Application review process to commence June 15, 2013 and will continue until the position is filled.

Position start date August 1, 2013 (or agreed-upon start date).