

AMERICAN INSTITUTE OF PHYSICS

The American Institute of Physics is seeking a Program Coordinator for The Society of Physics Students and Sigma Pi Sigma. The successful candidate will manage projects and programs within the division from planning to execution to follow-up including documentation and possible full publication; works with the SPS director to manage the various SPS governance functions; supports current SPS programs; plans special events, meetings and conferences for SPS and Sigma Pi Sigma; participates actively in the volunteer communications efforts; and assists the Director SPS in soliciting new program support.

Bachelor's degree and two years relevant work experience with a background in physics or physical science and/or physical science education is preferred. Knowledge of events planning, committee work, and budget and accounting practices is desired. Must have excellent writing skills, be computer literate (word processing, spreadsheet and database experience, and some web experience), and able to deal effectively with staff, senior management and the public.

If you feel you have the qualifications and would like to apply for this position, please notify the **Human Resources Division** at aiphr@aip.org or fax your resume to **(301) 209-0847**.

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