

**AMERICAN INSTITUTE OF PHYSICS  
POSITION AVAILABLE**

**POSITION:** Assistant Director, Society of Physics Students (SPS) and Sigma Pi Sigma

**REPORTS TO:** Director, Society of Physics Students (SPS) and Sigma Pi Sigma

**DIVISION:** Education

**LOCATION:** College Park, MD

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**Essential Functions:**

The American Institute of Physics (AIP) is seeking an Assistant Director for the Society of Physics Students and Sigma Pi Sigma. He/she will be responsible for initiating, implementing and expanding projects that address the undergraduate physics experience, from selection of college campus and major to career resources for the physics bachelor's degree recipient, with particular emphasis on the latter. The ideal candidate will assist the Director with service and outreach to the SPS Council and Executive Committee, SPS chapters, physics departments, member societies, and the public.

He/she will supervise and evaluate non-exempt staff and daily operations to ensure the effective and efficient functioning of the Society of Physics Students and Sigma Pi Sigma and other Education Division programs, with particular attention paid to customer service, member satisfaction, and staff morale. The successful candidate will coordinate the day-to-day tasks for the Education Division staff and work in partnership with AIP Development Office to initiate and implement Sigma Pi Sigma Development efforts as well as implement activities and programs associated with the overall Education Division mission and build cooperative relationships with AIP member Societies.

**Qualifications:**

A graduate degree in Physics or related field or equivalent combination of experience and education is preferred. Two years of management experience (supervisory and budgetary or programmatic), a familiarity with physics community at various levels, and experience with science career mentoring is desired. Excellent verbal and written communication skills along with a demonstrated interest in physics education.

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If you feel you have the qualifications and would like to apply for this position, please notify the Human Resources Division.

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Equal Opportunity Employer***