

**AMERICAN ASSOCIATION OF PHYSICS TEACHERS
POSITION AVAILABLE**

POSITION: Program Assistant

LOCATION: College Park, MD

DEPARTMENT: Programs

REPORTS TO: Director, Physics and Astronomy SEA Change

Summary:

The Physics and Astronomy SEA Change Program is seeking a part-time Program Assistant who will be responsible for assisting the Director of P/A SEA Change in the performance of their duties. We anticipate a total of 360 hours/year at \$50 per hour (\$18,000 per year). This position will also be responsible for assisting with virtual meetups with departments participating P/A SEA Change, assisting with monthly meetings with the P/A SEA Change Committee as well as subcommittee meetings, communicating with the physics and astronomy postsecondary education community, managing paperwork and administrative tasks with the departments, and keeping track of critical deadlines. The Assistant will perform other duties as assigned.

This position is currently funded 1.5 years. Continuation is contingent on additional funding and Director approval.

*This role is currently 100% remote. Candidates from all states except CA will be considered.

Proposal Packet Must Include: Cover letter and resume. Application review will begin by February 20th.

What is P/A SEA Change?

The broader SEA Change goal is to support continual, data-informed systemic change regarding equity, diversity, and inclusion (EDI) in postsecondary STEM education. P/A SEA Change is the physics and astronomy disciplinary equivalent to the broader American Association for the Advancement of Science (AAAS). The SEA Change process entails undergoing a comprehensive self-assessment for populations (i.e., students, faculty, staff) and disaggregating the data (when possible) especially for race, gender, and intersections of these identities, among other demographics. Participating departments draft an action plan, along with a narrative that describes what was learned, in their award application. If awarded with a Bronze Award, the action plan is implemented. More information is here: https://www.aapt.org/programs/Sea_Change/

P/A SEA Change is the collaboration among multiple physics and astronomy professional societies: American Association of Physics Teachers (AAPT), American Astronomical Society (AAS), American Institute of Physics (AIP), American Physical Society (APS), AVS (Science and Technology of Materials, Interfaces, and Processing), National Society of Black Physicists (NSBP), National Society of Hispanic Physicists (NSHP), the Physics and Astronomy Division of the Council on Undergraduate Research, and Optica.

The lead organization for P/A SEA is the American Association of Physics Teachers, a 501(c)(3) membership corporation. AAPT is an international organization for physics educators, physicists, and industrial scientists—with members worldwide. AAPT provides awards, publications, and programs that encourage teaching practical application of physics principles, support continuing professional development, and reward excellence in physics education. AAPT was founded in 1930 and is headquartered in the American Center for Physics in College Park, Maryland.

Diversity Welcome!

We encourage and invite people from diverse backgrounds to apply and join our team. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, creed, marital status, gender identity or expression, political affiliation, personal appearance, national origin, ancestry, protected veteran status, physical or mental disability.

Qualifications

The candidate must have an associate or a bachelor's degree. The ideal candidate must have the ability to interact with and support a diverse staff and external constituents as well as the ability to work independently with little or no supervision. The successful candidate must be well-organized, self-motivated, enterprising, detail-oriented, and remain flexible under pressure, with a high level of professionalism and confidentiality. Excellent written and verbal communication skills and strong decision-making ability are required. The candidate must be able to coordinate and work with committees, and prepare correspondence, presentations and other materials as required. A proficiency in word processing, spreadsheet, Google Drive apps, and presentation software is necessary.

* Candidates should send a cover letter and a resume to aknaub@aapt.org with a subject line "P/A SEA Change Program Assistant."

Located in College Park, Maryland, AAPT is a professional society that is committed to providing the most current resources and up-to-date research needed to enhance a physics educator's professional development. Learn more at www.aapt.org.

The American Association of Physics Teachers is an Affirmative Action and Equal Opportunity Employer
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