Log 1 Contest Administrator Job Description

The Log 1 contest is an online math competition for Mu Alpha Theta associate or full members consisting of two rounds of specific topic tests and one round for an individual test. The position of contest administrator, who serves as the central point of contact for participating chapters and the lead person for running the contest, has various, general responsibilities, which are outlined below.

1. The chapter that runs the Log 1 contest must have a developed website that describes the contest, provides secure access to contest papers for official chapter sponsors only, allows for chapter sponsors to create their own login credentials, provides a secure page for sponsors to upload student scores on the contest exams, and also publishes participant rankings and exam statistics. **The current site is hosted at log1.wamath.net. This site has been used by other chapters in the past that have run the Log 1 contest and may be used for future contests unless Mu Alpha Theta has plans to host this site or another version on its own servers.**

2. The contest administrator shall have a system, most likely a spreadsheet of sorts, that will process raw score data from the database hosted by the contest website. The process data will provide current participant rankings for each of the three divisions, Mu, Alpha, and Theta, for each of the four regions in the Mu Alpha Theta chapter network. The system will also provide overall school rankings, with combined results across all divisions for each chapter, for each of the four regions stated above. **Currently, there are computer file resources that supplement the current Log 1 website and provides the necessary system to process results from the contest. These resources may be used for any future chapter that hosts the Log 1 contest unless Mu Alpha Theta has plans to process contest results in another fashion.**

3. The contest administrator shall be responsible for organizing a system for creating topic tests and an individual test for the Log 1 contest and establishing a system for proofing the tests to eliminate errors. This will invariably require a committee of "proofers" and a system for checking each other to avoid missing mistakes on the tests. The contest administrator has the responsibility of retrieving the proofed tests from the proof readers and drafting them into their final form for uploading. The administrator, as the lead organizer for the contest, also has the responsibility to upload the tests to the Log 1 website. **Currently, there are computer file resources that may be used for drafting and formatting the tests. These will be available unless Mu Alpha Theta has plans to implement their own unique layout format for the tests.**

4. The contest administrator shall regularly communicate with participating chapters via email, announcing the beginning of the contest and its end, and at various moments at the end and beginning of each round and at the formal end of the contest. Intermittently, communications should also be sent concerning issues with the tests. The administrator shall also be receptive to communications related to the contest from participating sponsors. Additionally, the contest administrator shall be responsible for ensuring that the website is updated at the end of each round with current contest rankings and statistics.

5. The contest administrator shall provide two reports that debrief the contest to the executive director and the governing council of Mu Alpha Theta. The reports should summarize contest results and statistics along with anecdotal comments concerning the running of the contest.

6. The contest administrator shall sign a contract with Mu Alpha Theta to bind him/her to the responsibilities outlined above. The contract will provide to the host a chapter grant.

This concludes the list of responsibilities for the Log 1 contest administrator.