Caroline Eustis Seely (1887-1961) received her Ph.D. from Columbia University in 1915 under the supervision of Edward Kasner. She was the first mathematician to be employed full-time by the American Mathematical Society. Seely served as a clerk for Frank Nelson Cole and R.G.D. Richardson when they were Secretaries of the AMS. She also worked as an editorial assistant for the Bulletin and the Transactions. We focus on her work for the AMS and the correspondence between her and Richardson during the period from 1921 to 1934. (Received September 02, 2013)