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## Open Position

### **Administrative Assistant – Mathematical Reviews**

Administration Department – Ann Arbor, MI

Applicants should upload a single PDF with both cover letter and resumé.

**Mathematical Reviews**, located in Ann Arbor, MI, has a part-time position open for an Administrative Assistant.

#### **The position involves:**

- Providing administrative and clerical support to the Executive Editor and department staff;
- Assisting the Executive Editor in keeping his/her office organized;
- Managing Executive Editor's schedule;
- Arranging travel and preparing final travel vouchers;
- Preparing agendas for meetings, and recording and distributing minutes;
- Preparing correspondence, reports, spreadsheets, drafts, memos and emails;
- Maintaining electronic and hard copy filing system;
- Receiving and directing visitors and vendors.

#### **Requirements for the position include:**

Superior organizational skills and attention to detail, superior oral and written communication skills, superior interpersonal skills, the ability to handle multiple priorities effectively and work independently, knowledge of Microsoft Office products, mastery of Word and Excel. High school graduate or equivalent and five years of clerical/administrative assistance experience or an Associate's Degree with two years of clerical/administrative assistance experience.

**We are an Equal Opportunity/Affirmative Action Employer**, offering excellent benefits, including health and dental; generous retirement contributions and paid leave; paid life insurance; tuition assistance; and a collegial academic work environment.

**Mathematical Reviews (MR)**, founded in 1940, is a division of the American Mathematical Society, an association of professional mathematicians dedicated to the interests of mathematical research and scholarship. MR has a staff of over 75 and serves researchers and scholars in the mathematical sciences by providing timely information on peer-reviewed articles and books, published online as MathSciNet.

There is no relocation assistance provided for this position.

To Apply: <https://home.eease.adp.com/recruit/?id=15269091>

Applications will be accepted until June 10, 2016 or until the position is filled.