

OPEN POSITION

**Assistant Publications Technical Support Specialist
Information Systems**

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Assistant Publications Technical Support Specialist in the Society's Providence, RI headquarters. This is an entry-level position and calls for a specialist with technical expertise in addressing the unique and complex challenges associated with preparing research-level mathematics for publication in print and on the web. It is an ideal opportunity for someone who possesses good problem-solving skills, can work both independently and collaboratively, and thrives on a variety of diverse assignments and intellectual challenges.

Come and be part of an extraordinary collection of talent who support the Society's pervasive activities.

RESPONSIBILITIES:

Particular duties, tasks and responsibilities of this technical specialist position include:

- Develop a comprehensive understanding of all aspects of LaTeX as it relates to the AMS publishing program.
- Make corrections to LaTeX files for mathematically advanced book and journal articles throughout the course of the production process. This includes:
 - Providing support and advice to authors who are preparing manuscripts for submission to the AMS.
 - Upon receipt of LaTeX and graphics files from authors, evaluating them for compatibility with our production environment and making any adjustments that are needed.
 - Making corrections requested by production editors and authors.
- Provide technical support to members of the production staff as needed.
- Monitor the production system and help identify areas for improvement.

QUALIFICATIONS:

Required Skill Attributes:

- Comprehensive knowledge of LaTeX or willingness to acquire such knowledge within one year
- Demonstrable analytical, problem-solving, and communication abilities
- Basic understanding of mathematical notation and structure

Desired Skill Attributes (familiarity with):

- Facility with Linux OS
- Facility with the GNU Emacs text editor
- Familiarity with client-side use of the Subversion (SVN) revision control system

EDUCATION and/or EXPERIENCE:

- Bachelor's degree required; background in computer science or mathematics preferred.

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

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