



Open Position

Bibliographic Specialist – Mathematical Reviews Cataloging 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 full-time position open for a bibliographic specialist in the Cataloging Department.

The position involves:

- author and institution authority work, including research, correspondence, and database record updates;
- descriptive cataloging of items in English and a variety of foreign languages;
- making decisions regarding author authority, including modifying, sending and processing author correspondence as necessary;
- participating in problem solving and continuous improvement of procedures.

Requirements for the position include: Strong computing skills, competence in English, and the ability to interpret bibliographic information and to handle a high volume of detailed work accurately. Some knowledge of foreign languages useful. Bachelor's degree or equivalent experience desired.

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=15302491>

Applications will be accepted until the position is filled.