



Open Position

Bibliographic Specialist – Mathematical Reviews

Acquisitions Department – Ann Arbor, MI

Applicants should upload a single PDF with both Cover Letter and Resume.

Mathematical Reviews, located in Ann Arbor, MI, has a full time position open for a BIBLIOGRAPHIC SPECIALIST.

The position involves:

- Identifying and entering bibliographic data
- Requesting and tracking materials
- Data checking and researching
- Corresponding with publishers

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. Knowledge of foreign languages useful. Bachelor's degree or equivalent experience desired.

We are an Equal Opportunity/Affirmative Action Employer, offering excellent benefits, including competitive salaries, health and dental; very generous retirement contributions and paid leave; paid life insurance; a casual work environment; tuition assistance; computing benefit; as well as professional development opportunities.

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.

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