



# Mathematical Reviews

A division of the  
American Mathematical Society

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## OPEN POSITION

### **Bibliographic Specialist – Mathematical Reviews Cataloging Department – Ann Arbor, MI**

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

#### **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, and
- Participating in problem solving and continuous improvement of procedures.

**Requirements for the position include:** strong computing skills, competence in English, the ability to interpret bibliographic information, and the ability 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 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.

There is no relocation assistance provided for this position.

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Applications will be accepted until the position is filled.



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