



# Mathematical Reviews

A division of the  
**American Mathematical Society**

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## Open Position

### **Director of Operations – Mathematical Reviews**

Administration Department – Ann Arbor, MI

The American Mathematical Society (AMS) has an immediate opening for a full-time Director of Operations for Mathematical Reviews® located in Ann Arbor, Michigan. Mathematical Reviews® (MR), founded in 1940, is a division of the AMS, an association of professional mathematicians dedicated to the interests of mathematical research and scholarship. MR has a staff of over 70 and serves researchers and scholars in the mathematical sciences by providing timely information on peer-reviewed articles and books, published online as MathSciNet®.

The Director of Operations reports to the MR Executive Editor and is responsible for planning, directing and coordinating the business functions of the division. The Director also serves as the MR liaison with departments in the Society's main office which is located in Providence, Rhode Island.

#### **ESSENTIAL FUNCTIONS:**

- Support the MR Executive Editor
- Assist with employee recruitment, training and separation
- Responsible for educating MR staff on policies and procedures of the AMS
- Responsible for all fiscal functions including the preparation of annual budgets for the division
- Responsible for all purchasing
- Negotiate service contracts for the MR facility and equipment
- Responsible for the security of the facility
- Responsible for maintenance and improvement of the facility and grounds

#### **QUALIFICATIONS:**

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Management experience essential
- Ability to multi-task
- Time management and organizational skills

#### **EDUCATION and/or EXPERIENCE:**

- A combination of 10 years business and office management experience
- Accounting background essential
- Experience in negotiating with contractors and vendors
- Experience in facilities management
- Experience in purchasing procedures
- Experience working in a non-profit environment would be beneficial

The AMS offers excellent benefits, including competitive salaries, health and dental benefits; generous retirement contributions and paid leave; life insurance, tuition assistance; professional development opportunities.

To Apply: [www.tinyurl.com/mrdirfop](http://www.tinyurl.com/mrdirfop)