

# Editor/Senior Editor

## *Editorial Division*

Applications are invited for a full-time position of an Editor/Senior Editor for the Book Program of the American Mathematical Society's (AMS) Editorial Division.

The AMS was founded in 1888 to further the interests of mathematical research and scholarship. The Society has earned an international reputation for the publication of scholarly books and journals and for *Mathematical Reviews* and *MathSciNet*, the online database for mathematical research literature. The Society published its first book in 1894 and has added more than 3,000 titles since then.

The editor is responsible for acquiring book projects for the AMS Book Program that are consistent with the mission of the AMS and the AMS' reputation as a high-quality, high-level publisher.

Responsibilities include:

- Extensive contacts with potential book authors, advisors, and the general academic community, as well as with internal departments of the AMS.
- Review and evaluation of book proposals with the assistance of external reviewers and editorial committees.
- Contract negotiation and preparation of manuscripts for production.
- Promotional planning and monitoring of sales.
- Long-range planning for growth and development of the AMS Book Program; financial and budgetary planning for acquisitions projects.

Necessary qualifications and requirements include:

- Broad knowledge of mathematics and applied mathematics.
- Knowledge of educational practices in mathematics at the high school, undergraduate, and graduate levels.
- Excellent interpersonal, organizational, and communication skills.

Candidates must have a Bachelor's degree with an advanced degree in mathematics, applied mathematics, or applied sciences; a Ph.D. in one of these areas is highly desirable. Experience as an editor or related editorial/publishing experience highly desirable.

The editor works at the AMS' Providence headquarters and reports to the Publisher of the AMS.

Salary is negotiable and will be commensurate with experience.

The period for submission of applications will remain open until the position is filled. For more information and to submit your application electronically (including a curriculum vitae and cover letter), please visit: <http://tinyurl.com/kk33gdf>

Confidential inquiries may also be made directly to Dr. Sergei Gelfand, Publisher, at:  
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