



Mathematical Reviews

A division of the
American Mathematical Society

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OPEN POSITION

Production Specialist – Mathematical Reviews Reviewer Data Services Department – Ann Arbor, MI

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

The position involves:

- Keyboarding data into the database using LaTeX,
- Transferring data to and from internal staff, reviewers and vendors,
- Electronically scanning materials,
- Updating the database to reflect the assignment of papers to reviewers made by editors,
- Updating the database to reflect the reviews returned by reviewers,
- Monitoring and visiting publisher websites, and
- Inviting mathematicians to be reviewers and processing their responses into the database.

Requirements for the position include: ability to learn and retain the knowledge of complex instructions involving both paper materials and database work, ability to perform complex task quickly and accurately, ability to focus for extended periods of time and good communication skills. Associate degree and/or 3 years related work 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.

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