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## Open Position

### **Copy Editor – Mathematical Reviews** Copy Editing Department – Ann Arbor, MI

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

**Mathematical Reviews**, located in Ann Arbor, MI, has a full-time position open for a copy editor.

**The position involves:**

- copyediting, proofreading, and reference verification in an online format for a high-volume mathematical publication and database;
- proofreading bibliographic data to ensure accuracy and maintain publication standards;
- editing mathematical prose and notation using a typesetting markup system (TeX) and enforcing house style rules;
- quality control at all stages to ensure grammatical and semantic sense, production efficiency and adherence to standards.

**Requirements for the position include:** Superior editorial skills, mastery of grammatical principles and the English language, competency in web-based research techniques and database navigation, and the ability to handle a high volume of detailed work accurately. Bachelor's degree or equivalent education/experience required. Preference will be given to applicants with experience in editing or publishing, or advanced study in linguistics, foreign language(s), mathematics or math-related scientific fields.

**We are an Equal Opportunity/Affirmative Action Employer**, offering excellent benefits, including health and dental; generous retirement contributions and paid leave; paid life insurance; tuition assistance; and a collegial academic work environment.

**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.

To Apply: <https://home.eease.adp.com/recruit/?id=15268471>

Applications will be accepted until the position is filled.