

**OPEN POSITION**

**Publications Technical Support Specialist  
Information Systems**

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Publications Technical Support Specialist in the Society's Providence, RI headquarters. This position calls for a specialist with technical expertise in addressing the unique and complex challenges associated with the publishing of research-level mathematics via print, the web, and ebooks. This is an ideal opportunity for someone who can work independently and collaboratively, and thrives on a variety of diverse assignments and intellectual challenges.

Come and be part of an extraordinary collection of talent who support the Society's pervasive activities.

**RESPONSIBILITIES:**

- Maintain a comprehensive understanding of all aspects of LaTeX as it relates to AMS book and journal publishing
- Provide day-to-day support for the book and journal production process at the AMS. This includes LaTeX and graphics support as well as working to identify targets for improvements to the overall system
- Work closely with the Creative Services department to develop, implement, and enforce standards for the preparation of graphics
- Work with the staff of the Notices of the AMS to support its unique hybrid LaTeX/InDesign publishing environment
- Provide PostScript and PDF support to users throughout the AMS. Work to resolve problems
- Instruct and assist the Prepress staff at the Print Shop in the use of Kodak Preps and Prinergy, as well as providing advice on the adoption of new hardware or software
- Field incoming problems from end users to resolve application and software issues within the production environment
- Develop, enhance, and modify TeX class and package files

**QUALIFICATIONS:**

Required Skill Attributes:

- Comprehensive knowledge of LaTeX or willingness to acquire such knowledge within one year
- Familiarity with the technical aspects of scientific book and journal publishing with particular focus on electronic publishing
- Demonstrable analytical, problem-solving, and communication abilities
- Experience with publishing technologies, including: InDesign, Illustrator, Photoshop, Kodak Preps and Prinergy, PostScript, PDF, Unicode, and various graphics and font formats
- Basic understanding of mathematical notation and structure

Desired Skill Attributes (familiarity with but can be acquired on the job):

- Facility with Linux OS
- Familiarity with the client side of the Subversion (SVN) file revision control system
- Comfort with the GNU Emacs text editor

**EDUCATION and/or EXPERIENCE:**

- Bachelor's degree required; background in computer science or mathematics preferred
- 3-5 years of experience with prepress and technical typesetting

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

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