

Mathematical Reviews Executive Editor



Applications and nominations are invited for the position of Executive Editor of Mathematical Reviews (MR).

The executive editor heads the MR Division of the American Mathematical Society (AMS) and is responsible for its editorial operations and leadership. He or she will be responsible for the collaborative working culture of MR in Ann Arbor and across other divisions of the AMS based in Providence, RI and Washington, DC.

The major activity of the division is the creation of the MR database along with its derived product MathSciNet®.

The executive editor is the primary representative of Mathematical Reviews to the mathematics community and should normally hold a doctorate in the mathematical sciences with a record of research.

Responsibilities of the executive editor include:

- Editorial leadership of MR
- Leadership in setting scientific and editorial standards for MR
- Relations with reviewers and authors
- International outreach to the mathematical community on behalf of the AMS, with special focus on MR
- Direction of staff in the Ann Arbor office of the AMS
- Collaboration with the AMS Publishing Division on marketing, promotion, branding, and sales initiatives
- Collaboration with the AMS Publishing Division and AMS Governance on new product directions and strategy
- Oversight of budgetary planning for the MR Division in conjunction with the Finance Division

The management and administrative staff assist the executive editor in carrying out day-to-day tasks and non-editorial aspects of MR production, in conjunction with staff in Providence. The MR Editorial Committee provides high-level scientific advice about the editorial standards of MR.

The executive editor currently reports to the executive director.

The MR Division is located in Ann Arbor, Michigan, near the campus of the University of Michigan, and editors enjoy many faculty privileges at the university. MR employs approximately 75 personnel, including associate editors, copyeditors, bibliographic specialists, information technology staff, and clerical support.

The appointment will be for three to five years, with possible renewal, and will commence as early as the summer of 2014. The starting date and length of term are negotiable. The executive editor position is full time, but applications are welcome from individuals taking leaves of absence from another position. Salary is negotiable and will be commensurate with experience.

To receive full consideration, nominations and applications should be sent on or before June 30, 2014. For more information and to submit your application electronically, please visit:

<https://home.eease.adp.com/recruit/?id=8344521>

Confidential inquiries may be sent directly to the Executive Director, Donald E. McClure, at exdir@ams.org.

Applications should include a curriculum vitae, information on editorial and administrative experience, and the names and addresses of at least three references. The American Mathematical Society is an Affirmative Action/ Equal Opportunity Employer.