

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 AMS and is responsible for all phases of its operations. The major activity of the division is the creation of the MR database along with its derived products, MathSciNet and the paper journal. 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:

- Direction of all staff in the Ann Arbor office of the American Mathematical Society
- Leadership in setting scientific and editorial standards for MR
- Development and implementation of long-range plans for the MR Division
- Budgetary planning and control for the MR Division
- Relations with reviewers and authors

The managing editor and administrative staff assist the executive editor in carrying out day-to-day tasks and non-editorial aspects of MR production. The MR Editorial Committee provides high-level scientific advice about the editorial standards of MR. The executive editor 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 70 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 in the summer of 2008. 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.

Nominations and applications should be sent on or before August 1, 2007, to:

Dr. John Ewing, Executive Director
American Mathematical Society
201 Charles Street
Providence, RI 02904
jhe@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 Equal Opportunity Employer.

