Applications are invited for a full-time position as a Bibliographic Specialist for Mathematical Reviews/MathSciNet in AMS’s Ann Arbor, MI office. Mathematical Reviews (MR), founded in 1940, is a division of the American Mathematical Society (AMS), located in Ann Arbor, Michigan, in a beautiful, historic building close to the campus of the University of Michigan. MR has a staff of approximately 80 people, including mathematicians, librarians, catalogers, production specialists, and an IT department. MR serves researchers and scholars in the mathematical sciences by providing timely information about peer-reviewed articles and books, published online as MathSciNet. MR’s mission is to develop and maintain the MR Database, from which MathSciNet is produced.

The Bibliographic Specialist assists with special projects in support of the acquisition of electronic and print materials as well as the creation of bibliographic information.

RESPONSIBILITIES:
- Assist with short- and long-term projects related to the acquisition and processing of primarily electronic materials
- Correspond with publishers and users
- Ensure efficient and effective movement of materials through departments
- Contribute to the production of high-quality bibliographic information
- Provide research support and quality control monitoring for cataloging and materials processing
- Actively participate in maintaining a supportive and collaborative work environment
- Initiate and contribute to continuous improvement of departmental performance
- Correspond with publishers and users
- Collaborate with staff in other departments to identify areas of possible improvement and streamlining of activities

QUALIFICATIONS:
- Ability to evaluate and process bibliographic data with high accuracy and attention to detail
- Efficient and effective database and web searching skills
- Comfortable using a variety of computing tools and applications
- Able to adapt readily to changes in the computing and work environments
- Strong problem-solving skills
- Excellent written communication and interpersonal skills
- Effective project management skills

EDUCATION and/or EXPERIENCE:
- Bachelor’s degree
- Preference given to candidates with graduate degrees in library studies and/or programming experience

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA, 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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