The MIT Libraries seek a highly-organized, self-motivated individual to provide comprehensive administrative support in the Libraries’ busy technology and top administrative offices. This position provides an excellent opportunity to contribute to the daily activities, new initiatives, and broader service mission of a dynamic academic research library system.

**RESPONSIBILITIES:** The Administrative Assistant has primary responsibility for supporting the staff and activities of the Libraries’ Information Technology and Digital Development directorate located in Building E25. S/he provides coverage in the technology suite: receiving and directing visitors; handling mail and incoming shipments; maintaining office space and supplies; and coordinating with MIT Facilities, other departments, and external vendors to address facilities and equipment issues. S/he provides direct administrative support to the Associate Director for Technology and directorate department heads and serves as a knowledgeable resource and general support for ~15 other staff located in the suite. Support tasks range from basic to highly complex: making travel arrangements; managing calendars; scheduling meetings; coordinating events and managing logistics; facilitating new employee set-ups; processing expense reporting and reimbursements; maintaining wikis and web pages; editing and proofreading correspondence and draft documents; drafting Libraries news items; creating and maintaining project tracking database(s); and performing other duties as assigned. As a member of the Office of the Director support team, the Administrative Assistant provides coverage of the Director’s Office space when needed and works with other members of the support team in meeting the administrative support needs of the senior management group, the Program on Information Science, and the Office of Scholarly Publishing, Copyright & Licensing. The Administrative Assistant reports to the Senior Administrative Assistant, who supervises the work of the support team.

**QUALIFICATIONS:** Associate/Bachelor's degree or combination of equivalent education, and 5 years direct/rerelated experience. Advanced computer skills in Windows environment and software including Word, Excel, PowerPoint, Outlook, Web browsers, calendar software, as well as ability to learn additional programs/systems. Excellent administrative and organizational skills, including ability to multi-task and manage competing priorities. Strong editing and proofreading skills. Keen attention to detail and demonstrated ability to analyze and solve problems and to bring tasks and projects to completion. Ability to work independently and resourcefully with minimal supervision and with frequent interruptions. Positive service attitude with demonstrated initiative and tendencies to anticipate and respond to administrative needs. Demonstrated ability to exercise independent judgment and discretion. Excellent interpersonal and communication skills, patience and diplomacy, and ability to work effectively with a diverse group of people. Dependability and record of reliable and punctual attendance. **Desirable:** Work experience in an academic environment or research library; MIT experience a plus. Experience with Concur, SAP, CMSs, wiki management, Asana (or other project management system).

**HOURS:** 20 hours per week. Monday – Friday, 8:00 a.m. – 6:00 p.m. (schedule to be determined)

**APPLICATION PROCESS:** Apply online at: [http://hrweb.mit.edu/staffing/index.html](http://hrweb.mit.edu/staffing/index.html). MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and ethnic minority candidates.

MIT offers excellent benefits including a choice of health plans, dental plan, and tuition assistance. The MIT Libraries affords a flexible and collegial working environment and provides opportunities for training and skill development.