The MIT Libraries Institute Archives and Special Collections (IASC) is seeking a motivated, detail-oriented individual to assist with acquisition procedures; physical transfer of new archival and manuscript collections; and provide support to its records management program. This position provides the opportunity to utilize and develop archival processing skills in a vibrant university Archives setting.

**RESPONSIBILITIES:** Under the direction of the Collections Archivist, the Archives Collections Associate will, after initial contacts by the Archivist, work with offices and donors regarding the transfer of collections; draft donor acknowledgement and gift agreement letters; and make straightforward appraisal decisions (what to keep/discard). Processing activities of the Associate include participation in the creation of transfer lists and inventories, packing, preservation re-housing, and labeling, as well as updating box/folder lists, conducting background research, drafting collection descriptions, updating/editing finding aids, and editing databases. S/he will also assist with “on-demand” processing activities including appraisal, re-organizing, re-housing, and updating descriptions. The Collections Associate will assist with initial transfers of born-digital files which includes using the IASC’s collection management databases, entering data and assisting with the creation and implementation of descriptive standards, including EAD, DACS, MARC, and Dublin Core. Dealing appropriately with confidential material and making decisions regarding what qualifies as restricted material is an important aspect of the Associate’s work. The Archives Collections Associate will assist with records management transfers and retrieval requests, and records management activities. S/he will maintain written documentation of procedures, engage with IASC staff and participate in formulating policy and workflow enhancements. S/he may perform “on-demand” scanning for researchers, or staff and may staff the reference desk if needed, answering reference queries based on knowledge of collections, and performing reference desk “backup” procedures. The Associate may hire, train and direct work of student workers and MITtemps and will perform other duties as assigned.

**QUALIFICATIONS:** Required – Two years experience processing collections in an archival repository or library. Aptitude for careful, accurate and detail-oriented work. Strong analytical skills with ability to work and apply judgment independently. Excellent communication and interpersonal skills, including commitment to working effectively within a diverse population and demonstrated ability to follow direction and to work collaboratively and contribute to team progress. Excellent organizational skills, ability to meet deadlines and to manage competing priorities. Flexibility and ability to adapt to change and work successfully in fast-paced, dynamic environment. Demonstrated ability to maintain and safeguard confidentiality of documents and information collected and reviewed. Physical aspect of job requires ability to regularly lift and move boxes of materials weighing approximately 40 lbs. Preferred – Bachelor’s degree. Experience working in an academic environment. Knowledge of DACS, MARC, EAD, XML. Experience scanning documents or working on digitization projects. Knowledge of HTML and website editing.

**HOURS:** 35 hours per week, Monday-Friday, 9:00 a.m. and 5:00 p.m.

**APPLICATION PROCESS:** Apply online at: [http://hrweb.mit.edu/staffing/index.html](http://hrweb.mit.edu/staffing/index.html).

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

MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and ethnic minority candidates.

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