Digital Collections Associate
Acquisitions, Discovery & Enhancement
(Library Assistant III)

The MIT Libraries is seeking a production- and service-oriented individual to join the Digital Collections and Reformatting Team. This position provides the opportunity to contribute to the work of building the Libraries’ digital collections and to gain experience in a dynamic academic library setting.

**RESPONSIBILITIES:** Under the direction of the Digital Operations Coordinator, the Associate’s primary responsibility is metadata production assistance related to the Libraries digital collections. S/he will create, edit and maintain records in various content management systems, participate in problem resolution and assist with data cleanup projects. In support of digital collections preparation and project work, the Associate will survey the Libraries digital repositories for existing content, search for existing records in the library catalog, and gather data (e.g. bibliographic, use, condition) related to digital content to be added. S/he will assist with reformatting projects by collaborating with content curators of original material from the Libraries collections, including the Institute Archives and Special Collections. S/he will participate in adapting processes and workflows to specific project needs, creating documentation, and will be responsible for tracking work and producing status reports. The Associate will provide training to team members and other assistants and will direct the work of student assistants. S/he may participate in local and system-wide committees and/or projects and will perform other duties as assigned.

**QUALIFICATIONS:** Required – Two years direct/related experience which provides understanding of metadata and cataloging; post high school education can count toward experience. Solid experience with automated library systems and with standard computer software such as word processing and spreadsheet programs, e-mail, and Internet technologies. Strong technical skills including ability to create/maintain macros and use database applications and wikis, as well as a demonstrated affinity for and adeptness in learning, understanding and effectively using new software and technology. Aptitude for accurate, detail oriented work and strong data entry skills. Excellent organizational skills and demonstrated ability to manage competing priorities and work with minimal supervision. Ability to identify problems and carry out solutions independently or in collaboration with others. Excellent interpersonal and communication skills, both verbal and written, and ability to work as an integral part of a service team. Demonstrated initiative and flexibility for successfully adapting and working creatively in a dynamic environment. Preferred - Experience with one or more of the following: cataloging records including OCLC searching; the ALEPH library system, SFX, DSpace, or MetaLib; AACR2 and MARC21; EAD and DACS; XML; and Dublin Core (DC). Experience in academic and/or research library and/or a customer service environment.

**HOURS:** 35 hours per week, Monday-Friday, between 8:00 a.m. and 6:00 p.m. Some flexibility in scheduling is possible.

**HOURLY RATE AND BENEFITS:** $20.00/hour minimum. Actual based on qualifications and experience. MIT offers excellent benefits including a choice of health plans, a dental plan, tuition assistance and fully subsidized MBTA passes for local bus and subway service. The MIT Libraries affords a flexible and collegial working environment and provides opportunities for training and skill development.

**APPLICATION PROCESS:** Apply online at [http://careers.mit.edu](http://careers.mit.edu). Applications must include cover letter and resume. Priority consideration given to those applications received by **November 14, 2016**.

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

October 2016