**This is a two year term appointment with the possibility of extension.**

The MIT Libraries is seeking a production- and service-oriented individual to join the Digital/MIT Publications 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 bibliographic records in the Libraries’ institutional repositories for objects added to the Open Access Collection, MIT Technical Report or Working Paper series, and other digital collections, 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 collections in all formats for existing content, search for corresponding catalog records, and gather data (e.g. bibliographic, use, condition) related to digital content to be added. 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. Other duties of the Associate include processing born digital technical reports and working papers and related metadata creation, processing e-thesis submissions, answering thesis reference and procedural questions, and maintaining the LibGuide for the thesis FAQ. 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 oral 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, DSpace; AACR2 and MARC21; XML; metadata standards, including IEEE Learning Object Metadata (LOM) 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.

**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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