



Electronic Resources Associate

Acquisitions, Discovery & Enhancement
(Library Assistant III)

The MIT Libraries seek a collaborative and service-oriented individual to participate in the work of managing the suite of electronic resources for a vibrant user community at the leading edge of research and education. This is an exciting opportunity to work as part of a team and to contribute to our mission of promoting learning, discovery and the advancement of knowledge at MIT and beyond.

RESPONSIBILITIES: Under direction of the Electronic Resources Librarian, the Associate participates in acquiring, establishing and maintaining access to the Libraries' resources. Specific duties encompass ordering, licensing support, establishing access, troubleshooting, renewal processing, and records maintenance. The Associate will develop expertise for a subset of publishers, creating and maintaining records, documenting access and purchasing processes, implementing and coordinating changes, and acting as a resource for publisher related questions. They will monitor publisher websites and other tools to identify new, transferred, ceased, and problem titles, adjusting local records and communicating changes. Resource renewal procedures include communicating with staff about options and pricing, initial negotiation with vendors, and securing invoices and coding for payment; cancellations include working with vendors and communicating to staff. The Associate researches purchase and subscription options, places orders, creates/activates records in library systems and databases, and works with vendors, publishers, interface providers, and library technology staff to establish resource access. They also support the licensing workflow during the order and renewal process. As part of the "DigProb" team, the Associate solves reported problems with resource access. Work requires collaboration with Scholarly Communication & Collections Strategy staff, subject liaisons, catalogers, preservation staff, Accounts Payable, Information Delivery & Library Access, and technology staff to ensure effective service, communication, and problem-solving. The Associate participates in group processes to document and maximize workflow efficiencies, establish team goals, problem-solve, and coordinate activities and projects.

QUALIFICATIONS: Required – Two years direct/related experience; post high school education can count toward experience. Solid experience with automated library systems and with standard computer software including database applications, spreadsheet programs, and Internet technologies. Interest and affinity for learning, understanding and effectively using new software and technology. Aptitude for accurate, detailed and quantitative work. Strong organizational, analytical and problem-solving skills, including ability to identify problems and carry out solutions independently or in collaboration with others. Demonstrated ability to manage competing priorities and work with minimal supervision. Strong communication skills, both verbal and written. Positive service attitude and excellent interpersonal skills with proven ability to work as an integral part of a service team and to interact effectively with a variety of people. Demonstrated initiative and flexibility for successfully adapting and working creatively in a dynamic environment. Preferred - Experience in library, higher education and/or a customer service environment.

HOURS: 35 hours per week, M-F, between 8:00 a.m. - 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>. Applications must include cover letter and resume. Priority consideration given to those applications received by **April 10, 2017**.

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