The MIT Libraries seek a creative and enthusiastic individual to assist in promoting the Libraries’ resources, services, and programs. This position provides the opportunity to learn, grow and participate as an active and engaged partner in a broad spectrum of marketing and communications activities across the organization.

**RESPONSIBILITIES:** Reporting to the Marketing and Communications Officer, the Assistant responds to and manages requests for marketing support from Libraries staff. S/he assists with design and production of marketing collateral to include posters, slides, flyers, and postcards; organizes and coordinates print projects and mailings, including production and mail list management; and manages vendor relationships with printers, photographers and graphic designers. Providing direct administrative support to the Marketing and Communications Officer, the Assistant is responsible for financial management, travel expense reporting, scheduling, and ordering supplies. S/he participates in Marketing Team initiatives and meetings and contributes to the Libraries’ social media presence as needed. The Assistant updates and maintains the image database as well as Library displays and website content.

**QUALIFICATIONS:** At least 3 years direct/related experience. Strong experience with Microsoft Office Suite, Outlook, Web browsers, and calendar software, as well as the ability to learn additional programs/systems. Strong experience with Adobe Creative Suite and proficiency with WordPress or similar CMS. Comfort level working in or learning to work in a Mac environment. Excellent administrative and organizational skills including ability to handle diverse tasks concurrently and to independently organize, prioritize, and carry out procedures with minimal supervision. Strong attention to detail. Excellent communication and interpersonal skills, including ability to work in highly collaborative teams. Demonstrated initiative, resourcefulness and ability to problem-solve and to work effectively despite frequent interruptions in a service-oriented environment. Proficient writing, editing, and proofreading skills. Preferred - Associate/Bachelor’s degree. Basic understanding of graphic design principles and print production. Basic audio and video-editing skills. Basic photography and photo-editing skills. MIT experience or experience in a university setting.

**HOURS:** 17.5 hours per week. Monday – Friday, between 8:00 a.m. – 6:00 p.m. (schedule to be determined). Some evening and/or weekend work may be required for event support.

**HOURLY RATE:** $22.00/hour minimum. Actual based on qualifications and experience.

**APPLICATION PROCESS:** Apply online at: [http://careers.mit.edu/](http://careers.mit.edu/). 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.

February 2016