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

The MIT Libraries seek an enthusiastic, service-oriented person to join our Resource Sharing Team. This position provides the opportunity for developing library skill sets related to access services, document delivery, and interlibrary lending and borrowing in a dynamic academic library setting.

**RESPONSIBILITIES:** Under the direction of the Resource Sharing Manager and in collaboration with team members, the Resource Sharing Assistant facilitates access to materials held in the Libraries for reciprocal borrowers, academic and public libraries and private institutions. S/he fills interlibrary lending/document delivery requests using various online systems and responds to patron queries about their requests and accounts and copyright issues. S/he verifies citation and location information for materials using both electronic and print sources. The Assistant will be conversant in consortial arrangements, developing and maintaining knowledge of request methods, holdings, and payment and delivery arrangements as they apply to specific customer groups. S/he communicates policies and procedures to customers and may participate in creating and refining related resource sharing documentation. The Assistant will develop a working understanding of ILLiad, RAPID, NRE, Relais, Request Tracker, MIT Libraries’ web pages, and web forms in order to process requests, resolve lending/borrowing issues, assist patrons, troubleshoot/report problems, and respond to other library staff. As a member of the Resource Sharing Team s/he contributes to the interlibrary borrowing service and, as a staff member of ID&LA, supports one or more of the Libraries’ service points. May participate in hiring or directing the work of student employees, and may also participate in local and system-wide committees and/or projects.

**QUALIFICATIONS:** Required - Minimum 6 months direct/related experience that provides understanding of library or service functions (post high school education can count toward experience). Solid experience with standard computer software such as Windows and ability to learn and master new software, systems and technology. Demonstrated strong commitment and ability to deliver superior customer service in person, via email, phone, including tact and ability to empathize, listen carefully and understand user needs. Proven excellence in interpersonal and communication skills, both verbal and written. Ability to work and contribute both independently and as an integral part of a service team. Strong organizational skills, including ability to excel in a service-oriented environment, manage competing priorities, and meet deadlines. Well-developed problem solving skills, including ability to identify problems, exercise good judgment and carry out solutions. Strong data entry skills and aptitude for detail oriented work. Flexibility to successfully adapt and to work creatively in a dynamic environment. Ability to lift 40 lbs, move boxes, shelve library materials and push book trucks, and a tolerance for exposure to dust. Preferred – Bachelor’s degree. Experience in academic and/or research library, especially in interlibrary loan. Experience in customer service environment. Experience working with ILLiad, Aleph, RAPID ILL, NRE and/or Relais.

**HOURS:** 35 hours per week, Monday-Friday, 9:00 a.m. and 5:00 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 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, a dental plan, and tuition assistance. The MIT Libraries affords a flexible and collegial working environment and provides opportunities for training and skill development.

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