The MIT Libraries seek an energetic and service-oriented individual to manage facilities maintenance and support of library spaces across multiple campus locations and to participate in planning and renovation initiatives. This is an exciting opportunity for someone seeking to exercise and develop project and facilities management skills in a dynamic and fast-paced higher education community.

**RESPONSIBILITIES:** The Facilities Administrator oversees repair and maintenance services for library spaces, collaborating with library staff in the development and execution of processes for effective space management, including monitoring of cleaning, maintenance, repair, and improvement issues. As the Libraries’ primary advocate, the Administrator escalates issues through the MIT Facilities and external vendor/contractor hierarchies as needed, communicating the impact of facilities issues on the Libraries’ service to the community. The Administrator serves as primary contact and gatekeeper for library facilities, collaborates with library staff in coordinating safety and security issues, and serves as the Libraries’ Safety Officer and representative on MIT’s Emergency Operations Committee. As liaison to vendors and service providers, the Facilities Administrator communicates frequently in writing and in person with relevant parties to provide notification and clarification of issues and status reports. The Administrator represents the Libraries on relevant space-related project teams; functions as an internal project manager on space projects, collaborating with MIT Facilities’ project managers; assists in planning and the allocation of space for short-term needs; and supports and participates in the development of program needs and long-term space planning. The Administrator also coordinates and facilitates office moves and installations of equipment and furnishings. Administrative responsibilities of the Facilities Administrator include assisting with preparation of space change requests, maintaining library space inventory, tracking facilities-related expenses, and, in collaboration with other library stakeholders, developing and implementing appropriate metrics to measure and manage the effectiveness of library facilities.

**REQUIRED QUALIFICATIONS** include some combination of: College-level degree or equivalent combination of education and experience. Three years direct or related experience. Ability to manage and prioritize competing demands and deadlines, and to negotiate as needed with multiple stakeholders. Excellent interpersonal skills, including ability to collaborate and work successfully across organizational boundaries and with a diverse community. Strong problem solving skills and ability to research and explore facilities-related issues or products. Facility with Microsoft Word, Excel, and willingness to learn new software as needed. Role requires on-call status for emergencies in library spaces, frequent early morning hours for consults or to provide contractor access, and occasional evening and weekend on-site hours for event set-up. **Strongly preferred:** - Experience working in higher education. Experience working with external vendors. Experience managing projects including the ability to communicate project schedules, deliverables, and dependencies with team members.

**SALARY AND BENEFITS:** Minimum $60,000. Actual salary will depend on qualifications and experience. MIT offers excellent benefits including a choice of health and retirement plans, a dental plan, tuition assistance, and fully subsidized MBTA passes for local bus and subway service. The MIT Libraries afford a flexible and collegial working environment and foster professional growth of staff with management training and travel funding for professional meetings.

**APPLICATION PROCESS:** Apply online at: [http://careers.mit.edu/](http://careers.mit.edu/). Priority consideration will be given to applications received by October 11, 2016. Application must include cover letter, resume, and contact information for three references. MIT is strongly and actively committed to diversity within its community and particularly welcomes applications from qualified women and minority candidates. Professionals who enthusiastically embrace the empathy, courage, self-reflection and respect of a multi-cultural, diverse and inclusive workplace, and who strive to incorporate those values in their work and interactions are encouraged to apply.
The MIT Libraries are dedicated to advancing research, teaching, and learning at MIT and beyond. In addition to supporting every part of the Institute with distinctive collections, world-class service and expertise, and welcoming spaces, the Libraries seek to define the global research library of the future. We aim to play a leading role in advancing knowledge to solve global challenges by enhancing the discovery, use, collection, creation, management, dissemination, and preservation of information across disciplines. Library staff at all levels contribute to this mission and to a culture that values openness, inclusion, innovation, and community.

September 2016