



## Executive Assistant

Office of the Director of Libraries

The MIT Libraries seek a highly organized, resourceful individual to provide comprehensive administrative support to the Director of Libraries. This position provides an excellent opportunity to contribute to the daily activities, new initiatives, and broader service mission of a dynamic academic research library system.

**RESPONSIBILITIES:** The Executive Assistant provides complex support for the activities of the Director of Libraries. Support tasks include: making travel arrangements; managing calendars; scheduling meetings; coordinating events and managing logistics; processing expense reporting and reimbursements; taking meeting minutes; maintaining wikis, web pages and files; drafting, editing, and proofreading correspondence and documents; and providing administrative support for multiple projects. The Executive Assistant is often a first-line contact for the Director and must exercise sound, independent judgment in fostering a welcoming environment while maintaining the integrity of the Director's calendar. The EA acts as a logistical partner, proactively translating leadership strategies into operational tasks and assisting the Director in tracking deadlines and time management. The EA builds relationships and works with staff in the offices of the Provost, faculty, and other senior leaders. The Executive Assistant also has secondary responsibility for reception and general office operations of the Director's suite. The ideal candidate is flexible and an active and thoughtful contributor to Libraries culture. As a member of the Office of the Director support team, the Executive Assistant provides coverage for other team members during absences and works to collaboratively meet the administrative support needs of the overall senior management group. The Executive Assistant reports to the Director of Libraries.

**QUALIFICATIONS:** At least 7 years direct/related experience. Advanced computer skills in Windows environment and software including Word, Excel, PowerPoint, Outlook, Web browsers, calendar software, as well as ability to learn additional programs/systems. Excellent administrative and organizational skills, including ability to manage competing priorities. Positive service attitude with demonstrated initiative and tendencies to anticipate administrative needs. Strong writing, editing and proofreading skills. Keen attention to detail and demonstrated ability to analyze and solve problems and to bring tasks and projects to completion. Ability to work independently and resourcefully with minimal supervision and frequent interruptions. Demonstrated ability to exercise independent judgment and discretion and to maintain and safeguard confidentiality of sensitive information. Excellent interpersonal and communication skills, patience and diplomacy, and ability to work effectively with a diverse group of people. Proven dependability and record of reliable and punctual attendance. Desirable: Associate/Bachelor's degree. Work experience in an academic environment or research library. MIT experience a plus. Experience with Concur, SAP, CMSs, wiki management, Visio, Adobe Creative Suite, and Asana (or other project management system).

**HOURS:** 35 hours per week. Monday – Friday, 8:00 a.m. – 6:00 p.m. (schedule to be determined)

**HOURLY RATE AND BENEFITS:** \$28.00/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.

Apply online at: <http://careers.mit.edu/>. Applications must include cover letter and resume. *MIT is strongly and actively committed to diversity within its community and particularly encourages applications from women and ethnic minority candidates. Individuals 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.*