Human Resources Assistant
Administrative Services
(part-time)

The MIT Libraries seek a highly-organized, self-motivated individual to provide high-level administrative support to the Libraries' human resources and staff development functions. This position provides an excellent opportunity to support the staff and daily activities of a dynamic academic research library system.

RESPONSIBILITIES: The Human Resources Assistant will provide direct support to the Libraries’ Human Resources Administrator and the Director of Community Support and Staff Development. Participating heavily in the Libraries’ search process, the Assistant will post job ads, manage applicant correspondence, and schedule search committee activities, including managing a complex interview process. The Assistant will also contribute to the intern and fellowship programs, managing postings, tracking responses, maintaining files and databases, etc. In support of staff training and other events, the HR Assistant will schedule and manage logistics which includes reserving rooms, ordering food, arranging AV, etc. Other duties include responding to general inquiries regarding Institute and Libraries’ policies and procedures; submitting HR actions; maintaining and updating internal websites and wikis; and tracking and ensuring annual forms and/or activities are completed by appropriate staff members. The HR Assistant will contribute to other services and projects in Administrative Services as appropriate.

QUALIFICATIONS: Minimum of three years direct/related experience. Strong computer skills in Windows environment and software including Word, Excel, PowerPoint, Web browsers, e-mail, and calendar software as well as willingness and ability to learn additional programs/systems as needed. Excellent administrative and organizational skills, including ability to multi-task and manage competing priorities. Attention to detail and demonstrated ability to analyze and solve problems and to follow-through on tasks and projects. Ability to work independently and resourcefully with minimal supervision and with frequent interruptions. Ability to exercise independent judgment and discretion and to understand and respect issues of a confidential nature. Excellent interpersonal skills, patience and diplomacy, and ability to work effectively with a diverse group of people. Strong verbal and written communication skills. Desirable: College degree. Work experience in the academic environment; MIT experience a plus. Experience with SAP.

SCHEDULE: 17.5 hours per week between 9:00 a.m. – 5:00 p.m., Monday – Friday. Schedule to be determined.

HOURLY RATE AND BENEFITS: $22.00/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.

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

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