The MIT Libraries seek a highly organized, resourceful individual as one of two hires who report to the Associate Director for Collections and provide administrative support for the Collections Directorate in the MIT Libraries. This role will provide comprehensive support to a number of departments within the Collections Directorate to ensure the smooth running of day to day and long term operations.

RESPONSIBILITIES:

Maintaining & Scheduling Leadership Calendars (50%)
- Direct Support: Provides comprehensive direct schedule and calendar support to the ADC and the three DHs
- Helps with coordination and logistics for Collections Directorate-related events, seminars, conferences, luncheons, workshops, and meetings
- Drafts communications, emails, memos, and other documents

Meeting & Event Support (20%)
- May assist Libraries Admin team with special projects and event planning
- Prepares materials for presentations and meeting logistics (room reservations, food, audiovisual, etc.).
- Takes minutes and disseminates them as needed.

Additional Administrative Responsibilities (20%)
- Maintains documentation, wikis, and other websites; assists with layout and graphics for documents as requested; performs information searches; maintains org charts
- Manages files, delivers mail, coordinates, supports, and proofreads report writing
- Coordinates facilities, equipment, space and access needs, acting as a liaison to vendors and reporting/tracking issues to Biogen and MIT Facilities
- Initiates, schedules, and maintains organized systems to help all colleagues enjoy and contribute to shared, work-appropriate spaces
- Provides move support to Libraries staff as needed, including preparing space for new hires or relocated staff

Support of Leadership Travel & Reporting (5%)
- Arranges complex international and domestic travel
- Processes expense reports and ensures timely submittal

Library Citizenship (5%)
- Provides coverage for other administrative team members during absences and works to collaboratively meet the administrative support needs of the Libraries Admin team
- Supports project management or governance activities
- Contributes to the development of documentation and training materials related to processes and workflows
- May assist with hiring, onboarding, and training of incoming staff; may direct the work of students or temporary assistants.
- May participate in local and library-wide committees or projects, including space planning and improvement efforts
• Other duties as required.

QUALIFICATIONS:
Required:
• At least 2 years direct/related experience.
• Must be able to lift 25 pounds to transport catering, equipment, and other items for occasional meeting or delivery support; travels between points on campus by foot, sometimes climbing stairs.
• Advanced computer skills in Windows and software including Word, Excel, PowerPoint, and Outlook, as well as comfort with learning additional programs/systems
• Demonstrated ability to communicate well and manage competing priorities in a dynamic, fast-paced environment, including ability to work independently.
• Keen attention to detail and demonstrated ability to analyze and solve problems, bring tasks and projects to full completion, be dependable and punctual.
• Demonstrated ability to exercise independent judgment and discretion.
• Demonstrated ability to work effectively with a diverse group of people.

Preferred:
• Work experience in an academic environment or research library.
• MIT experience a plus.
• Exposure to project management techniques and tools beneficial.
• Experience with Atlas, Concur, SAP, CMSs, wiki management, Visio, Adobe Creative Suite, and Asana (or other task 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: $19/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: https://hr.mit.edu/careers applications must include cover letter and resume. Priority will be given to applications received by January 13, 2020; position open until filled. MIT is strongly and actively committed to diversity within its community and particularly encourages 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.