The MIT Libraries seek an energetic and service-oriented individual to manage facilities, maintenance and support of library spaces across multiple campus locations. This individual will also 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 manages 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.
- Working from a system-wide perspective, the Facilities 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 Facilities Administrator serves as primary contact and gatekeeper for access to library facilities, collaborates with library staff to coordinate parking, environmental, safety and security issues, while serving as the Libraries' primary point of contact to MIT's Emergency Management Office, the Parking and Transportation Office, and MIT's Environment, Health & Safety office.
- 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 Facilities Administrator represents the Libraries and may lead on relevant space-related project teams; functions as an internal project manager for logistical support on space projects helping to set and communicate expectations, collaborating with MIT Facilities' project managers.
- They assist in planning and the allocation of space for short-term needs; and support and participate in the development of program needs and long-term space planning.
- The Facilities 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 & implementing appropriate metrics to measure/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.
- Demonstrated ability to document and manage complex logistics projects.
• 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 (~1-2x/year), occasional early morning hours for consults or to provide contractor access (no earlier than 8am, ~1x/week).

PREFERRED QUALIFICATIONS include:

• Experience working in higher education.
• Experience working with external vendors.
• Project management experience.

SALARY AND BENEFITS: $63,232 minimum salary (MIT grade 8). 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. Flexible work arrangements, including flex-time and telecommuting, are considered for positions that meet established criteria. The MIT Libraries is a collegial and supportive working environment and fosters professional growth of staff with management training and travel funding for professional meetings.

APPLICATION PROCESS:

Apply online at:

https://careers.peopleclick.com/careerscp/client_mit/external/jobDetails/jobDetail.html?jobPostId=17322&localeCode=en-us. Applications must include cover letter and resume. Priority will be given to applications received by November 20th, 2019; position open until filled. 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.