



Thesis Project Associate (Distinctive Collections)

Two Year-Term Position

Under the direction of the Collections Strategist for Distinctive Collections and in close collaboration with Scanning Lab staff, the Thesis Project Coordinator will help facilitate the transition to collecting born-digital theses, manage the workflows and documentation required to support this service, and oversee the thesis processing workflow for MIT theses. This includes ingesting digital theses and accessing and updating the thesis production database, as well as managing the reformatting of retrospective theses. The Thesis Project Coordinator will be responsible for thesis communication with the MIT Community and coordinating reference activities including policy-related inquiries, managing holds, updating the Thesis Specifications and associated FAQ, and monitoring thesis-related email lists.

QUALIFICATIONS:

Required:

- High school diploma or equivalent required.
- Minimum 2 years relevant experience including knowledge of library systems.
- Understanding of best practices regarding security, confidentiality, intellectual property, and access rights of archival material.
- Understanding of handling practices for physical and born digital archival materials.
- A user-service orientation and excellent interpersonal skills to collaborate and work effectively within and across organizational boundaries in a diverse organization and with a wide variety of users.
- Project management knowledge. Strong organizational and analytical skills with proven success in independently prioritizing work.
- Demonstrated success in meeting deadlines and in managing complex projects to completion.
- Familiarity with digitization projects.
- Demonstrated capacity for critical thinking, problem-solving, and the ability to be flexible, tolerate ambiguity, adapt to change, and successfully work in a fast-paced, dynamic environment.
- Ability to lift 40 lbs., move boxes, shelve library materials and push book trucks.

Preferred:

- Post-secondary education.
- Experience working with physical and born digital archival materials.
- Prior experience with executing functions within digitization projects.
- Prior experience with providing reference services in a library/archive/museum setting.
- Strong technical skills including experience creating/maintaining macros and successfully using database applications (particularly FileMaker Pro) and wikis.
- Experience with one or more of the following: ArchivesSpace; the ALEPH library system or Alma; DSpace; XML; a basic understanding of metadata standards, including Dublin Core (DC).

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

HOURLY RATE AND BENEFITS: \$ 20.48 /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 November 6th, 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.