



Administrative Assistant (Administrative Services)

The MIT Libraries seek a highly organized, resourceful individual to provide high-level administrative support in its busy offices for two senior level leaders. This position provides an excellent opportunity to support the daily activities, exciting initiatives and broader service mission of a dynamic academic research library. The successful candidate will work within a collaborative team environment, in partnership with the administrative assistants' team, responsible for supporting a myriad of administrative projects and initiatives. Therefore, a high degree of attention to detail, the ability to work independently and frequently pivot one's focus and efforts, and; skills with multitasking in virtual and on-campus office environments are essential. This work includes both on site and work from home tasks, at a proportion that may vary as circumstances require.

RESPONSIBILITIES INCLUDE:

- Direct support for MIT Libraries' Deputy director and Associate Director for Research and Learning, including calendaring, travel arrangements, and other administrative tasks
- Maintains files, websites, emails and other records of the offices for the two principals
- Coordinates logistics for a variety of events supporting the work of the organization
- Receives and interacts with visitors and vendors to the Director's office suite
- Support local facilities operations such as tracking issues, coordinating equipment, space and access needs, manage group-maintained spaces.
- Provide procurement and financial support to the two principals such as generating reports, purchasing/managing supplies, reimbursements.
- Contribute as an overall citizen within the MIT Libraries, providing support for other administrative team members, onboarding/training staff as needed, supporting project management and governance activities, creating and maintaining documentation, participating in committees.

QUALIFICATIONS:

Required:

- High school diploma or equivalent required.
- 3 years of administrative, office, or related experience required.
- Advanced computer skills in Windows environment and software including Word, Excel, PowerPoint, and Outlook, as well as comfort with learning additional programs/systems.
- Excellent administrative and organizational skills;
- Demonstrated ability to communicate and manage competing priorities.
- Keen attention to detail and demonstrated ability to analyze and solve problems, bring tasks and projects to full completion.
- Ability to work independently and resourcefully with minimal supervision and frequent interruptions.
- Positive service attitude with demonstrated initiative and ability to anticipate needs.
- A commitment to supporting and advancing the Libraries' efforts with equity, diversity, inclusion, and social justice.
- Demonstrated ability to exercise independent judgment and discretion in a dynamic environment.

- Superior written and oral 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.

Preferred:

- Work experience in an academic environment or research library.
- MIT experience is 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 systems).

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 16th, 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.