



Administrative Assistant (R&L)

Under the supervision of the Program Head for Community Engagement and the Department Head for IDLA (Information Delivery and Library Access) this position will provide administrative support to the Community Engagement program and the Department of IDLA) and provide event and logistical support for programming held by the Libraries. In addition to financial and reporting responsibilities, this position will play a key role managing events in the Libraries' Community Engagement program, coordinating needs for technology, catering, facilities, and registration.

RESPONSIBILITIES INCLUDE:

Administrative support – 60%:

- Managing routine financial transactions such as ProCard backups; generating and monitoring monthly spending and student and temp labor reports
- Assisting in program and departmental file management and retention according to Institute best practices
- Purchasing and managing inventory of supplies for staff and programming (including student orientation supplies)
- Establishing room/calendar reservations; providing assistance in scheduling use of Hayden Library event and wellness spaces
- Providing on-the-ground meeting support in the form of coordinating room setup with technology staff and/or catering orders as needed
- Managing files, delivering mail, coordinating, supporting, and proofreading report writing
- Assisting in coordination of facilities, equipment, space and access needs, acting as a liaison to vendors and reporting/tracking issues to MIT Facilities
- Support of departmental and program travel, purchasing & reporting activities
- Arranging international and domestic travel
- Processing expense reports and ensuring timely submittal
- Processing reimbursements and expense reports
- Providing move support to Libraries staff as needed, including supporting onboarding (ordering keys and supplies, requesting appropriate card tap access, etc.) and orientation, preparing space for new hires or relocated staff
- Providing coverage for other administrative team members during absences and working to collaboratively meet the administrative support needs of the Libraries Admin team
- Contributing to the development of documentation and training materials related to processes and workflows
- Maintaining documentation, wikis, and other websites; assisting with layout and graphics for documents as requested; performing information searches; maintains org charts
- May participate in local and library-wide committees or projects, including space planning and improvement efforts

Events Support (40%):

- Assisting in planning and implementing events, assisting with meeting logistics (room reservations, food, audiovisual, etc.)

- Coordinating with the Marketing Team on signage and advertising for events, may create slide for rotating electronic signage displays and order physical posters
- Preparing materials for presentations (handouts or slide decks), may take minutes and disseminate them as needed.
- Creating and managing events and registration using Eventbrite and/or LibCal, updating the Libraries' events calendar, as well as the MIT and ICEO calendars\
- Providing event support; may include scheduling, planning, guest support, and operations, including AV support, set-up, and breakdown (manage facilities requests including trash, recycling and special cleaning requests)
- May be required to provide onsite presence for events taking place outside traditional business hours

QUALIFICATIONS:

Required:

- High school diploma or equivalent required.
- At least 3 years direct/related experience.
- Advanced computer skills in Windows and software including Word, Excel, PowerPoint, Outlook, and Google apps as well as comfort with learning additional programs/systems
- Flexibility to support events outside normal business hours up to twice a month.
- Demonstrated ability to communicate well and manage competing priorities in a dynamic, fast-paced environment, including ability to work independently and flexibly.
- 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.
- Ability to work effectively with a diverse group of people.
- Must be able to lift 25 pounds to transport catering, equipment, and other items for meetings or delivery support; travels between points on campus by foot, sometimes climbing stairs.

We expect the candidate to be stronger in some qualifications listed above than others; we are committed to helping our future colleague expand their skills, as well as learning from their areas of strength

Preferred:

- Associate or Bachelor's Degree; or combination of equivalent education
- Ability to work effectively with a diverse group of people
- Experience in customer-service environment
- Experience working with SAP/Concur
- Familiarity with social media applications (Facebook, Twitter, Instagram)
- General technical skills with AV; laptops, projectors, bluetooth, wireless add-ons
- Work experience in an academic environment or research library (familiarity with MIT and its administrative departments/systems a plus)
- Strong organizational, analytical, communication, and problem-solving skills
- Able to take initiative and be dependable under minimal supervision, able to bring tasks and projects to full completion

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

HOURLY RATE AND BENEFITS: \$21.09/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 August 1st, 2021; position open until filled.

ABOUT THE MIT LIBRARIES:

The MIT Libraries support teaching, learning, and research across the Institute, with millions of resources, deep expertise, and five campus locations where our community consumes and creates knowledge. Our organization is on an exciting journey of transformation, pursuing a digital-first model for research libraries and prioritizing an open scholarship agenda. We aim to exercise bold leadership in defining a model for research libraries in the future, with innovative spaces like the newly renovated Hayden Library and a focus on supporting data-intensive and computational research and learning.

We strive to do great things, powering the MIT community to solve complex problems in the service of humankind, and each member of our 146-person staff has a role to play in pursuing that vision. We're constantly adapting to the rhythms of a changing world, and we welcome candidates who can help us do that in thoughtful and strategic ways that center our mission and values.

MIT Libraries is an environment that welcomes any body, any mind — including all genders — and particularly encourages applications from underrepresented minorities, women, disabled applicants, and veterans. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multicultural, diverse, and inclusive workplace and who strive to incorporate those values in their work and interactions are encouraged to apply.