



## Administrative Assistant

The MIT Libraries seek a highly organized, resourceful individual to provide direct, high-level administrative support to a member of the leadership team in the MIT Libraries.

### **RESPONSIBILITIES INCLUDE:**

#### **Reporting, Procurement & Financial Duties (45%)**

- Generates and monitors monthly departmental and other expenditures in SAP; performs basic forecasting and simple analysis, shares findings as appropriate
- Gathers, generates, and monitors custom reports and related activities
- Institutes, supports, and participates in workflows to monitor and purchase supplies
- Arranges reimbursements, assists with invoice and other transaction processing as needed, including verification of ProCard purchases and reconciliation of departmental accounts
- Supports travel, including arranging complex international and domestic travel and processing expense reports and ensuring timely submittal
- May act as invoice processor and support audit of acquisitions transactions for library materials

#### **Administrative Responsibilities (25%)**

- Maintains documentation, wikis, LibGuides, and other websites; assists with layout and graphics for documents as requested; performs information searches; maintains org charts
- Institutes, supports, and participates in workflows to manage files, support and proofread report writing; take meeting minutes as requested
- Coordinates facilities, equipment, space and access needs, acting as a liaison to vendors and reporting/tracking issues to building facilities managers and MIT Facilities; provides move support to Libraries staff as needed, including preparing space for new hires or relocated staff
- Provides coverage for other administrative team members during absences and works to collaboratively meet the administrative support needs of the Libraries Admin team
- Helps maintain copier areas; sorts mail
- May assist with hiring, onboarding, and training of incoming staff; may direct the work of students or temporary assistants.
- May be asked to participate in local and library-wide committees or projects, including space planning and improvement efforts

#### **Meeting & Event Support (15%)**

- Assists with special projects and event planning
- Prepares materials for presentations and meeting logistics (room reservations, food, audiovisual, etc.).
- Troubleshoots and supports basic technology such as videoconferencing for group meetings

#### **Maintaining & Scheduling Leadership Calendars (15%)**

- Direct Support: Provides direct schedule and calendar support to the department leadership
- Coordinates with other administrative staff to help provide calendaring support in the Collections Directorate and for CREOS
- **Other duties as required.**

## **QUALIFICATIONS:**

### **Required:**

- High school diploma or equivalent required.
- At least 3 years direct/related experience.
- Advanced computer skills in Windows and software including GoogleDocs, 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 conscientious of time constraints.
- 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 occasional meeting 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 by April 13th, 2022; 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

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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.