



## **Administrative Assistant- Lewis Music Library**

The MIT Libraries seek a highly organized, resourceful individual to provide administrative support for Lewis Music Library.

Under the direction of the Music and Media Department Head, oversees the Lewis Music Library reserves and circulation operations as well as the hiring, scheduling, training, and supervising of student assistants. Publicizes the Lewis Music Library activities and assists with managing circulation desk and general reference. Assists in administrative tasks including purchasing, budgeting, and processing.

### **RESPONSIBILITIES INCLUDE:**

#### **Circulation/Processing/ Reserves Operations - 30%**

- Responsible for independently managing all course reserves, both print and electronic for the Lewis Music Library.
- Works closely with IDLA staff concerning the reformatting and access to reserve materials, and to stay in touch with Libraries' policies.
- Coordinates all deliveries and shipping of materials in the library interdepartmentally
- Works closely with faculty in meeting their course reserve needs in advance and during the academic semesters.
- Works with Lewis department head on projects that will improve e-reserves services and access (such as streaming audio, etc.).
- Extensively uses Alma for collection and resource management of Lewis collection materials.

#### **Supervision of Student Assistants- 30%**

- In partnership with the Libraries Human Resources Assistant coordinates the hiring of student assistants.
- Responsible for the scheduling, training, and supervision of student assistants and approves weekly timesheets.
- Works occasionally at the circulation desk and provides information service to users.
- Assists with other duties and projects as needed.

#### **Instruction and Outreach- 20%**

- Promotes music library activities and services in various ways, such as e-mails, posters, videos, photos, displays, and social media.
- Answers general reference questions at Lewis service point in music research, the use of audio resources, and technology programs
- Assists faculty and staff in the Music and Theater Arts section in supporting access to library resources and collection materials needed for course support and research
- Works with the Music and Media Department Head to support outreach and planning for lectures, concerts, workshops, and other events in the music library

- Assists with the planning, setup, and execution of Lewis concerts, workshops, and other in house events.

### **Administrative Duties- 20%**

- Manages routine financial transactions such as ProCard backups; generating and monitoring monthly spending and student and temp labor reports
- Provides on-the-ground meeting support in the form of coordinating room setup with technology staff and/or catering orders as needed
- Manages 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
- Supports departmental and program travel, purchasing & reporting activities
- Processes expense reports and reimbursements and ensuring timely submittal
- Troubleshoots and supports basic technology such as videoconferencing for group meetings
- Other Duties, as assigned

### **QUALIFICATIONS:**

#### **Required:**

- High school diploma or equivalent required.
- Minimum 2 years relevant experience required
- Strong subject knowledge in music
- 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.
- 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 Alama/Primo
- Familiarity with social media applications (Facebook, Twitter, Instagram)
- General technical skills with audio equipment and music technologies
- 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, 9:00 a.m. – 6:00 p.m. (schedule to be determined)

## HOURLY RATE AND BENEFITS:

**HOURLY RATE:** This job is a Pay Grade 5 with the following hourly range (min-mid-max):

21.72

29.46

37.15

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.

This is a union position. Employees working in this position are covered by the collective bargaining agreement between the MIT Libraries and American Federation of State, County and Municipal Employees Council 93. Provisions related to wages, benefits and other terms of employment are contained in the agreement. Any questions regarding the agreement should be directed to lib-HR@mit.edu

## 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 August 16, 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 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 147-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.