The MIT Libraries-ACRL Diversity Alliance Administrative Fellow **(Lib/Arch I – R&L)**
Two Year-Term Position

In partnership with the ACRL Diversity Alliance, the MIT Libraries is providing one (1) two-year fixed-term position for an early-career (less than four years of experience in an academic library) individual from an underrepresented population interested in pursuing an administrative career path in an academic library. In working with an assigned sponsor-mentor and senior-level administration within the MIT Libraries, the MIT Libraries Leadership Fellow will enhance their awareness of a wide range of complex issues in academic libraries and higher education such as organizational design, human resources management, programmatic implementation, diversity, equity, inclusion, accessibility, and belonging, mission-vision alignment and budget and finance.

One of our long-range goals in offering this fellowship program is to strategically address the information profession's lack of diversity, especially at the leadership level, through growing a generation of culturally competent library leaders. Recognizing that a truly diverse profession must address power and position issues, we aim to provide a fellowship experience focused on preparing a fellow for an array of administrative leadership roles within academic libraries, including (but not limited to): outreach librarian, community engagement librarian, community engagement assistant, student engagement librarian, and events and activities programming librarian.

For the current fellowship cycle, one Administrative Fellow will work with Alexia Hudson-Ward, Associate Director of Research and Learning as their leadership mentor and direct supervisor and with Nina Davis-Millis, Director of Community Engagement as their co-supervisor. The Fellow will work with Nina Davis-Millis to partner with a multitude of MIT entities to successfully manage and activate the Libraries' growing community engagement program, including our highly successful MIT Reads program.

The Fellow will collaborate with Alexia Hudson-Ward to co-create a plan (supported by the leadership and management literature) of meaningful learning activities and operational processes to prepare the Fellow to identify their long-range leadership interests and professional development goals. These activities will facilitate opportunities for the Fellow to engage with several leaders and staff within the MIT Libraries and the Institute. The Fellow will also have opportunities to work on various projects in several departments and functions within the Research and Learning directorate.

Participation in this fellowship is not a guarantee of a permanent position. The MIT Libraries Senior Leadership Team will assist the Fellow in preparation and placement in the job market.

RESPONSIBILITIES INCLUDE:
- Assist with developing and coordinating libraries community engagement activities in partnership with several campus constituents
- Works with the Associate Director of Research and Learning, departments heads, program heads, and key team members on special projects and initiatives
- Applies creative methods to promote new and existing library resources and services in person and through print, web and social media.

- Develop and maintain resource materials to help the MIT community locate and use information resources.
- Assesses events management technology to support community engagement events
- May participate in one or more libraries committee, and/or community of practice (CoP)
- Analyzes new event support technologies for specifications, efficiency, and cost.

QUALIFICATIONS:
Required:
- MLS/MLIS or advanced degree in a relevant discipline
- Relevant experience including coursework and/or working within a library that supports students, faculty, researchers, and various forms of scholarly information
- Interest and/or experience in developing and implementing outreach strategies and building relationships to deliver high-impact services and activities
- Commitment to diversity, equity, inclusion, and accessibility and experience applying principles of an in library outreach and service development.
- Demonstrated organizational, analytical, and problem-solving skills.
- Excellent written and oral communication skills.

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:
- Familiarity with project management methods when working with teams; and strong collaboration, organizational, and communication skills.
- Experience working in an academic environment
- Familiarity with concepts of community outreach and engagement development, management, and stewardship
- Familiarity with project management concepts and tools
- Familiarity with research trends, ethical, legal, and policy issues in academic libraries
- Familiarity with methods to align work, projects, and personal learning with strategic directions

SALARY AND BENEFITS: This job is a pay Grade 6 with the following range (min-mid-max):

51,675   67,185   83,170

Actual salary will depend on qualifications and experience. MIT offers excellent benefits including a choice of health and retirement plans, a dental plan, tuition assistance, and fully subsidized MBTA passes for local bus and subway service. Flexible work arrangements, including flex-time and flex-place, are considered for positions that meet established criteria. The MIT Libraries is a collegial and supportive working environment and fosters professional growth of staff with management training and travel funding for professional meetings

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 **January 31, 2022**; 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.

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.

Guided by our New Urgency Vision, 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.

January 2022