



Processing Associate

The MIT Libraries and the Department of Distinctive Collections seek a Processing Associate to support archival processing and other critical functions in the department. The holdings in the Department of Distinctive Collections (DDC) are unified by their uniqueness and rarity. From ancient cuneiform tablets to modern Institute archival records, our collections range across disciplines, time periods, and conditions.

As a member of DDC's Processing Team, the Processing Associate works hands-on with archival materials (including born-digital materials) to stabilize and describe them so they can be made available for use. In some instances, the Processing Associate may complete all steps involved with archival processing, under the general supervision of another member of the Processing Team. The Processing Associate is also involved with metadata cleanup of legacy description for existing collections and checks collections for duplicate serials and other publications. The Processing Associate works with other teams in DDC and the Libraries, particularly the Public Services and Imaging Teams, to provide reference assistance in the reading room, retrieve archival materials for users, and facilitate imaging requests. They further assist with access services by conducting periodic shelf reads and performing other tasks related to stacks maintenance and emergency response (to water leaks, etc. that affects collections). This role also provides key support to the MIT Libraries' web archives program (no previous experience with web archives is required). The Processing Associate reports to the Archival Processing Manager in DDC.

Physical Rehousing and Inventorying (50%)

- Rehouse archival collections into new containers and folders
- Create box and folder inventories
- Perform metadata cleanup
- Weed duplicates from collections containing serials and other publications
- Assist with on-demand description updates and reviews of archival materials for access restrictions to support digitization and expedited user access to collections
- May execute processing plans from start to finish under the supervision of other Processing Team staff members
- May assist with packing and transfer of new archival materials
- Contribute to training and supervision of student and temporary workers
- Participate in committees/teams/groups or projects

Reference and Access Services (30%)

- Serve at least one shift per week on the Distinctive Collections reference desk
- Retrieve and reshelve archival materials from onsite storage
- Support stacks maintenance of onsite storage by conducting periodic shelf reads, assigning and updating locations for new archival collections, assisting with the emergency response (e.g. water leaks), and other related tasks
- Digitize archival records for MIT offices as needed

- Contribute to Distinctive Collections' social media activity
- Share responsibility for opening and closing of the reading room; assist with facilities and security issues

Web Archiving Support (20%)

- Perform quality assurance procedures on web archives crawls
- Identify and report any issues with crawls to the Digital Archivist
- Create or enhance descriptions for archived websites to enable discovery in Archive-It and ArchivesSpace

QUALIFICATIONS:

Required:

- A high school diploma or equivalent is required. Minimum 2 years of relevant experience that provides an understanding of library special collections/archival functions (post-high school education can count toward experience).
- Aptitude for detail, accuracy, and efficiency; good organizational skills
- Interest in developing technical services skills and working with primary sources
- Ability to work well both independently and as part of a team
- Enthusiasm for and commitment to embracing the empathy, courage, self-reflection, and respect essential in a multicultural, diverse, and inclusive workplace, and the ability to embrace those values in collections and public service work.
- Demonstrated capacity for critical thinking and problem-solving.
- Ability to be flexible, tolerate ambiguity, adapt to change, and successfully work in a fast-paced, dynamic environment

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:

- Bachelor's Degree
- Completion of courses in archives and special collections
- Understanding of best practices for handling unique and rare materials
- Understanding of best practices for digital imaging
- Experience with Aeon and ArchivesSpace
- Strong writing and editing skills

HOURS:

35 hours per week. Monday – Friday, 9:00 a.m. – 5:00 p.m (schedule to be determined.) Hours may change based on business needs and MIT's academic calendar. The Libraries are currently operating in a hybrid environment. A flexible schedule may be possible when discussed with this role's manager upon hire.

HOURLY RATE AND BENEFITS:

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 services. 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 a cover letter and resume. Priority will be given to applications received by August 08, 2022; the position is 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 on 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.