



Electronic Resources Associate (LA III - TS) 

The MIT Libraries seek a resourceful and service-oriented person to contribute to the work of our electronic resources team. This position is an excellent opportunity to gain experience in a dynamic academic library setting. Under the direction of the Electronic Resources Librarian, this position supports the acquisition and management of electronic resources, including ordering, licensing support, establishing access, troubleshooting access problems, renewal, payment, adjusting records as titles cease/are canceled, or transferred to other publishers or hosting platforms, as well as quality control and lifecycle support.

RESPONSIBILITIES INCLUDE:

Ordering Support

- Research and review purchase and subscription options, including pricing and other options for requested titles.
- Place orders with appropriate vendors and/or publishers (via email, EDI, etc.).
- Identify, create, modify, activate records in Alma, the Libraries' Library Management System (LMS).
- Create and maintain records in other tracking systems.

Licensing Support

- Provide support for the licensing workflow during the order and renewal process in partnership with the licensing staff in Scholarly Communication & Collections Strategy (SCCS).
- Prepare renewal forms and amendments for authorized signature.
- Perform license fulfillment steps, including returning signed licenses to publishers/vendors and filing official copies

Access Set-Up for E-Resources

- Coordinate the work of the vendor, publisher, interface provider, and Libraries' technology staff to establish access for eresources.
- Announce availability of E-Resources to subject selectors, and to catalogers for full cataloging.

Renewal Process

- Follow annual renewal procedures for journals, databases, and other resources as needed.
- Communicate with product sponsors (Collections Strategy and Analysis (CSA) or other subject specialists) about renewal options and pricing, as needed.
- Perform initial negotiation with vendors, as needed, to reduce renewal price to within acceptable increase, following guidelines determined each year with CSA.
- Secure invoices for renewal and code for payment.
- For resources we decide not to renew, work with the vendor to complete cancellation; update records in local systems; communicate to other staff (e.g., catalogers, subject specialists, etc.) to complete their steps of the cancellation process.

Problem-Solving for E-Resources

- As part of the “digprob” team, solve problems with access to electronic resources as reported by library staff and users.
- Investigate data discrepancies and anomalies in our complex infrastructure for documenting and providing access to our electronic resources (namely, Staff Vera and Alma).

Liaison Responsibilities

- Work closely with Collections Strategy and Analysis (CSA) staff and subject selectors regarding:
 - Ordering questions
 - Bibliographic questions
 - Retention decisions
 - Format changes, and other issues.
- Work closely with catalogers, preservation staff, accounts payable, Information Delivery & Library Access (ID&LA), and technology staff to ensure effective service, communication, and problem-solving.

General Responsibilities

- Participate as part of group processes in:
 - Standardizing, documenting and maximizing efficiencies in team workflows
 - Establishing team goals
 - Collective problem-solving
 - Coordinating activities and projects.
- Contribute to the creation, review and revision of documentation of procedures and policies for team operations.

QUALIFICATIONS:

Required:

- High school graduate or equivalent; 2 years direct/related experience.
- Solid experience with library management systems and tools, and the interest and affinity for learning and mastering new software, systems, and technology.
- Aptitude for accurate, detailed, and quantitative work.
- Strong organizational, analytical and problem-solving skills, including ability to identify problems and carry out solutions independently or in collaboration with others.
- Demonstrated ability to manage competing priorities and work with minimal supervision.
- Strong communication skills, both oral and written.
- Positive service attitude and excellent interpersonal skills with proven ability to work as an integral part of a service team and to interact effectively with a variety of people.
- Demonstrated ability to be flexible, embrace ambiguity, adapt to change and successfully work independently and collaboratively in a fast-paced, dynamic environment.
- Enthusiasm for embracing the empathy, courage, self-reflection, and respect essential in a multicultural, diverse and inclusive workplace, and ability to embrace those values in collections and public service work.

Preferred:

- Experience in a library, higher education, and/or a customer service environment.
- Previous work in acquisitions, particularly in an academic library setting.
- Experience with Ex Libris' Alma and/or Primo systems.

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.

HOURS: 35 hours per week. Monday-Friday 9 am - 5 pm; hours may change based on business needs and MIT's academic calendar. **Please note:** this role has the opportunity to be 100% remote.

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

\$21.72/hr	\$29.46/hr	\$37.15/hr
------------	------------	------------

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 before **January 9th, 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 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.

VISA SPONSORSHIP: MIT sponsors visas only for certain academic and research positions. MIT does not sponsor the following individuals for employment-based visas or for exchange visitor visas: students; technical, administrative, library, or support staff members; individuals with inadequate funding, insurance, or credentials; or those whose particular visa history precludes sponsorship.