



## Human Resources Assistant – (HR Representative I - Administrative Services)

The MIT Libraries seek a highly-organized, self-motivated individual to provide high-level administrative support to the HR team and Libraries community. This position provides an excellent opportunity to support the staff and daily activities of a dynamic academic research library system.

**RESPONSIBILITIES:** Initiating and/or reviewing for accuracy, and approving confidential HR transactions; maintaining HR records; submitting requisitions for posting and advertising, scheduling interviews, communicating search updates to candidates, preparing interview materials, and disseminating to hiring managers; coordinating with HR team on all aspects of the rewards and recognition program, including running Spot Awards program; assisting with meeting and event coordination, including room reservations, catering, and set-up/clean-up; updating department census rosters and email lists; performing routine intranet updates; acting as occasional backup for the HR Generalists; and performing other duties as assigned.

### **Administration, communication, and documentation (50%)**

- Drafts and/or edits HR correspondence and/or presentations.
- Creates and/or maintains HR records, files and databases. Performs data entry as directed.
- Responds to general HR inquiries, referring more complex inquiries to appropriate individuals.
- Creates forms, surveys, LibWizards, and similar to streamline processes.
- Maintains/updates internal websites [LibGuides, Wiki] and email lists.
- Provides receipts for travel reimbursement, moving/rehoming candidates, and submits travel reports.
- Tracks and generates reports in various HR subject areas as directed, including: turnover, grievances, vacation, open positions, and performance reviews.
- Documents established processes and procedures when needed.
- Provides meeting and appointment scheduling back-up for HR department within Administrative Services
- Acts as backup for HR database maintenance.
- Maintains receipts, creates reports, and/or processes purchase orders for recruiting expenses.
- Provides assistance in ordering and maintaining supplies for the department.
- Supports administrative needs of the Director of Human Resources.

### **Employment Support (20%):**

- Processes appointments and ensures smooth onboarding (i.e., computing, space and other needs) for new hires according to the established process. Acts as welcoming contact to new hires. May interface with temp agencies.
- Prepares and sends new hire packet.
- Coordinate directory information for new hires and listserv additions.
- Reviews and processes HR transactions, reviewing for accuracy.

- Assists with the preparation, distribution, and collection of documents related to staff promotion cases.

**Recruitment and Search Process (20%)**

- Proofreads and posts jobs internally and to standard sites; may also post to sites as directed by hiring managers.
- Schedules search committee activities, includes booking rooms, Zoom calls, catering; schedules complex candidate interviews with internal and external factors/individuals.
- Manages applicant correspondence.
- Maintains sensitive and confidential databases and files regarding searches.
- Prepares and distributes reports such as Census, Diversity, and Applicant Tracking.

**Event support (10%)**

- Assist with the research; scheduling and arrangement of staff training, meetings, and events/workshops.
- Assists in planning, organizing and implementing staff events.
- Supports the Libraries' Rewards & Recognition committee and activities.

**QUALIFICATIONS:**

**Required:**

- High school diploma or equivalent.
- Minimum 3 years of direct or related experience.
- Strong computer skills including Word, Excel, PowerPoint, Web browsers, Outlook email, and calendar software, Google Drives, as well as willingness and ability to learn additional programs/systems as needed.
- Excellent administrative and organizational skills, including ability to multi-task and manage competing priorities.
- Attention to detail and demonstrated ability to analyze and solve problems and to follow through on tasks and projects.
- Ability to work independently and resourcefully with minimal supervision and with frequent interruptions.
- Ability to exercise independent judgment and discretion and to understand and respect issues of a confidential nature.
- Excellent interpersonal skills, patience and diplomacy, and ability to work effectively with a diverse group of people.
- Strong verbal and written 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:**

- Post-secondary education.
- Experience in academic and/or research library.

**HOURS:** 35 hours per week. Monday-Friday 9am-5pm; hours may change based on business needs.

**HOURLY RATE AND BENEFITS:** This job is a Pay Grade 4 with the following hourly range (min-mid-max):

\$19.25	\$26.08	\$32.90
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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 March 10<sup>th</sup>, 2023; 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.