



Scholarly Communications Associate – (LA III - Collections)

The MIT Libraries seek an enthusiastic, detail-, and service-oriented person to work on key aspects of the Libraries' scholarly communications program by supporting the planning, preparation and delivery of the program's education and outreach activities. They will serve as the primary person identifying and acquiring faculty created content to deposit into the Open Access (OA) Articles collection of MIT's institutional repository under MIT's open access policy. They will also support implementation of the Libraries' open access agreements with publishers, as well as other initiatives.

RESPONSIBILITIES INCLUDE:

Scholarly communications education and outreach (45%)

- Support the Scholarly Communications Librarian with the preparation, marketing, and delivery of scholarly communications education and outreach content and programming.
- Main "message builder" for outreach to faculty around the MIT open access policy. Collaborate with liaison librarians and encourage the timely delivery of those messages.
- Watch for changes in publisher, funder, and other related policies inform the Scholarly Communications Librarian and update our internal workflows documentation as needed.
- Answer faculty/researcher questions about OA policies, funds, and agreements.

Open access policy and agreement implementation/support (40%)

- Support the implementation of MIT's open access policies by searching for faculty papers, evaluating paper versions, depositing papers, and adding metadata in DSpace@MIT, our institutional repository.
- Monitor the OA articles collection queue in DSpace@MIT and complete the deposit of articles that are either manually sent or deposited by publishers.
- Monitor requests for open access funds via email or on publisher dashboards. Track funded papers and deposit them to DSpace@MIT.
- Track OA policy waiver requests, OA opt-in policy signers, OA comments on papers in DSpace. Respond as necessary.
- Support the Scholarly Communications Librarian and the Collections Strategist for Repository Services in the departmental analysis of OA policies and publisher agreements by gathering and analyzing data from DSpace@MIT, Symplectic Elements, and other platforms, as needed.

Departmental participation & general responsibilities (15%)

- Participate as a member of the SCCS department, the Libraries repository services and support team, and the scholarly communications initiatives team.
- Attend trainings for new systems, procedures, or applications to keep current with the needs of the MIT Libraries.
- Communicate and collaborate with staff across the Libraries, including subject liaison librarians and information technology services staff, as well as with MIT faculty/researchers and publishers.

- Participate in group processes to standardize, document, and maximize efficiencies in team workflows, establish team goals, collectively problem-solve, and coordinate activities and projects.
- Keep up with news and trends in scholarly communications, open access, and open scholarship.

QUALIFICATIONS:

Required:

- A high school diploma or equivalent is required.
- Minimum 2 years of experience in an academic/research library setting.
- Strong attention to detail.
- Ability to work independently and as part of a team.
- Interest and affinity for learning, understanding, and effectively using new software and technology.
- Strong organizational, analytical and problem-solving skills, including the 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.
- Positive service attitude and excellent communication and interpersonal skills, with proven ability to work as an integral part of a team and to interact effectively with a variety of people.
- 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.

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 open access and scholarly communications

HOURS: 35 hours per week. Monday-Friday 9 am-5 pm; hours may change based on business needs and MIT's academic calendar.

HOURLY RATE AND BENEFITS: This job is a Pay Grade 5 with the following hourly range:

Min: \$22.37	Mid: \$30.60	Max: \$38.82
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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.

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 July 7th, 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

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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.