



Institute Records Manager (**Lib/Arch II - Collections**)

Reporting to the Institute Archivist in the MIT Libraries' Department of Distinctive Collections, the Institute Records Manager will enhance and oversee a sustainable records program that addresses the archives and records mandate assigned to the Libraries ([MIT Policy 13.3](#) and [MIT Policy 13.4](#)), proactively supporting a culture of high quality records management practice across the Institute. This includes the development, implementation and support of systems, processes and practices which facilitate compliance with Institute, local, and federal records management practices.

In Distinctive Collections (DDC), our holdings are unified by their uniqueness and rarity. Our collections range across disciplines, time periods and formats, with strengths in science, technology, architecture, and the history of MIT. The collections of the Institute Archives encompass the administrative, educational, cultural, and social activities of the Institute and the MIT community. The records and archival collections include the organizational records of the Institute and the various departments, labs, and centers (DLCs), as well as faculty papers and research, curricula, Institute publications, and materials that document student and community life.

The Records Manager serves as a member of the Institute's Records Management Committee and will work closely with the heads of departments, labs, and centers (DLCs) and/or the officer in charge of each administrative or academic office to support the appropriate disposition of Institute records.

RESPONSIBILITIES:

Records Program Management (50%)

- Responsible for the leadership, initiation, ongoing development and delivery of Institute information records management policy to ensure compliance and in support of MIT Policies and Procedures 13.3 and 13.4.
- Represents the MIT Libraries on the Records Management Committee (as per MIT Policies and Procedures 13.3 under the Secretary of the Corporation) by formally staffing the committee, developing agendas, distributing related documents, following up on issues and implementing or overseeing the implementation of committee decisions.
- Establishes and maintains strong relationships with administrative and academic partners within the Libraries and across the Institute to ensure proactive and systematic transfer of records to either temporary records storage or to the Institute Archives collections within DDC.
- Conducts records management surveys in order to facilitate the creation, implementation, compliance, and maintenance of retention schedules, in consultation with the Offices of the General Counsel and Risk Management and Compliance Services.

- Ensures that records storage for temporary records in all formats is appropriate and in keeping with current records management practices. Coordinates for temporary record storage and retrieval; supports the transfer of temporary records to and from offsite storage; implements vendor services for outsourced digitization, physical and digital file storage, and secure and auditable destruction of temporary records.
- Proactively identifies and monitors legislative, policy and best practice developments and trends which may impact on the Institute, initiates resulting strategies, and mitigates records-related risks.
- Coordinates, in collaboration with the Institute Archivist and Archival Processing Manager, the transfer of permanent records to DDC, including support and guidance for records packing, appraisal, and transfer. Leads efforts to appraise legacy permanent records collection and identify materials that may be deaccessioned.
- Coordinates with administrative offices and DLCs on the call for submission of their annual reports, in coordination with the MIT Office of Communications.

Outreach and Training (30%)

- Disseminates, promotes, publicizes and advises on the implementation of policy, guidance, procedures, and best practice to ensure compliance across administrative offices and DLCs.
- Provides outreach and training to administrative units for use and application of records schedules and for best practices in creating and using records of the Institute.
- Provides administrators and their staff (Records Management Liaisons) support on the management and transfer of both temporary and permanent records (reference questions, appraisal, packing and transfer).
- Collaborates with the Public Services team to provide access to records and to interpret restrictions and access policies in support of reference and processing questions.

General Department Activities (10%)

- Provides in-person and virtual reference services, ensuring excellent service, professional reception, and positive research interactions for researchers of all skill levels using MIT's Distinctive Collections.
- Assists with collections emergency response (e.g., water leaks), as needed.

Professional Leadership (10%)

- Initiates projects within DDC and those that cross departmental lines pertaining to records management.
- Stays current in records management technologies, information management standards, compliance methods, systems for sustainability and long-term access of Institute records, and advances in processes related to electronic records transfer.
- Engages in professional activities through professional associations, meetings and conferences, teaching, research and writing, or committee work.

REQUIREMENTS:

- Advanced archival education and training, such as: MLS/MA in Archival Administration or Archival Management, MSI in Archival Management
- Minimum 3 years of professional experience in records management
- Experience drafting records retention schedules

- Experience creating print and online training materials
- Demonstrated ability to work well with diverse groups of people; to productively handle relationships and conflicts; and to embrace the values of equity, diversity, inclusion, and social justice in working with people, collections, and systems
- Demonstrated ability to work collaboratively and effectively both as a team member and independently and to promote teamwork among colleagues

We expect candidates 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:

- Formal training in records management, e.g., Certified Records Manager
- Coursework or training in digital archives, including knowledge of accessioning and processing methodologies relating to born-digital materials and understanding of digital preservation
- Demonstrated ability to provide reference service related to records or archival materials

SALARY AND BENEFITS: This job is a pay grade 8 with the following range:

\$71,175	\$95,188	\$119,200
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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 telecommuting, 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 via <http://careers.mit.edu/> Applications must include a cover letter and resume. Priority will be given to applications received by **September 29th, 2023** 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. Please reach out to lib-hr@mit.edu with any questions regarding this role.

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.

BACKGROUND CHECKS:

Employment is contingent upon the completion of a satisfactory background check

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.