Administrative Assistant **- AA II – CREOS**

The MIT Libraries seek a highly organized, resourceful individual to provide direct, high-level administrative support to the Associate Director of Collections (ADC), the Department Heads (DHs) in the Collections Directorate, and the Center for Research on Equitable and Open Scholarship (CREOS) of the MIT Libraries.

CORE RESPONSIBILITIES:
Maintaining & Scheduling Leadership Calendars (15%)
- Provides direct schedule and calendar support for Associate Director of Collections, the Deputy Director for CREOS
- Provides some calendar support for department leadership
- Arranges leadership, department, and directorate meeting series for groups

Administrative responsibilities (25%)
- Coordinates facilities, equipment, space and access needs, acting as a liaison to vendors and reporting/tracking issues to building facilities managers and MIT Facilities; provides move support to Libraries staff as needed, including preparing space for new hires or relocated staff.
- Provides coverage for other administrative team members during absences and works to collaboratively meet the administrative support needs of the Libraries Admin team
- Helps maintain copier areas; kitchen area; common areas; sorts mail
- Maintains documentation, wikis, LibGuides, and other websites; assists with layout and graphics for documents as requested; performs information searches; maintains org charts
- Institutes, supports, and participates in workflows to manage files, take meeting minutes as requested
- Assists with or leads onboarding, and training of incoming staff; may direct the work of students or temporary assistants including posting jobs to hire students and temporary staff
- May be asked to participate in local and library-wide committees or projects, including space planning and improvement efforts
- Support and proofread report writing including grant writing

Reporting, Procurement & Financial Duties (40%)
- Generates and monitors monthly departmental and other expenditures in SAP; performs basic forecasting and simple analysis, shares findings as appropriate
- Gathers, generates, and monitors custom reports and related activities
- Institutes, supports, and participates in workflows to monitor and purchase supplies

- Arranges reimbursements, assists with invoice and other transaction processing as needed, including verification of ProCard purchases and reconciliation of departmental accounts
- Supports travel, including arranging complex international and domestic travel and processing expense reports and ensuring timely submittal
- May act as invoice processor and support audit of acquisitions transactions for library materials

Meeting & Event Support (20%)
- Acts as a member of the Director's Level Events (DLE) Team
- Assists with special projects and event planning.
- Prepares materials for presentations and meeting logistics (room reservations, food, audiovisual, etc.).
- Troubleshoots and supports basic technology such as videoconferencing for group meetings.
- Other duties as required.

REQUIREMENTS:

- High school diploma or equivalent required.
- At least 3 years direct/related experience.
- Advanced computer skills in Windows and software including Google Docs, Word, Excel, PowerPoint, and Outlook, as well as comfort with learning additional programs/systems.
- Demonstrated ability to communicate well in writing; email, Slack, long form documents;
- Strong organizational, analytical, communication, and problem-solving skills.
- Success in managing competing priorities in a dynamic, fast-paced environment, including ability to work independently.
- Keen attention to detail and demonstrated ability to analyze and solve problems, bring tasks and projects to full completion, be dependable and conscientious of time constraints.
- Demonstrated ability to exercise independent judgment and discretion.
- Ability to work effectively with a diverse group of people, including senior leadership.
- Must be able to lift 25 pounds to transport catering, equipment, and other items for occasional meeting or delivery support; travels between points on campus by foot, sometimes climbing stairs

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:

- Associate or Bachelor's Degree; or combination of equivalent education.
- Experience in customer service environment.
- Work experience in an academic environment or research library.
- MIT experience is a plus.
- Exposure to project management techniques and tools is beneficial.
- Experience with Alma, Atlas, Concur, SAP, CMSs, wiki management, Adobe Creative Suite, WordPress, and Asana (or other task management system).

January, 2024

HOURS: 35 hours/week, Mon-Fri, flexible between 8:00 a.m.-6:00 p.m., with a potential for a hybrid schedule; exact daily schedule to be determined

SALARY AND BENEFITS: This job falls within the following hourly range for AFSCME Administrative Assistant II:

$23.38	Mid $28.20	Max $33.03

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

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 via http://careers.mit.edu/ Applications must include a cover letter and resume. Priority will be given to applications received by **January 30, 2024** 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 153-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.