



## Administrative Assistant to the Knowledge Services & Access Directorate (AFSCME AAI)

The MIT Libraries seek a highly organized, resourceful individual to provide direct, high-level administrative support to the Associate Director for Knowledge Services & Access (KSA) and support for three KSA departments: Liaison, Instruction & Research Services, Scholarly Communication & Collections Strategy, and Information Delivery & Library Access in the MIT Libraries. This role will provide comprehensive support to ensure the smooth running of day to day and long term operations of the Directorate.

### RESPONSIBILITIES:

#### **Maintaining & Scheduling Leadership Calendars (25%)**

- Provides direct schedule and calendar support for the Associate Director for Knowledge Services & Access (KSA).
- Arranges leadership, department, and directorate meeting series for groups.

#### **Administrative responsibilities (30%)**

- 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, may support and proofread report writing; takes meeting minutes as requested.
- Assists with 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

#### **Reporting, Procurement & Financial Duties (30%)**

- Generates and monitors monthly departmental and other expenditures in SAP/Cognos; 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.

### **Meeting & Event Support (15%)**

- Assists with special projects and event planning, including patron-facing events for the MIT community.
- 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 and consistent with the role.

### **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 and manage competing priorities in a dynamic, fast-paced environment, including ability to work independently.
- Strong organizational, analytical, communication, and problem-solving skills.
- Keen attention to detail and demonstrated ability to 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 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:**

- 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.

- Experience with SAP, Concur, Coupa.
- General technical skills with AV; laptops, projectors, bluetooth, wireless add-ons.

#### 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

#### HOURLY RATE AND BENEFITS:

The pay range for this position is \$24.14-41.28. Actual hourly rate 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, with budgeted resources to encourage continued learning and career growth.

#### 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 March 11, 2026 position open until filled. Please reach out to [lib-hr@mit.edu](mailto: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 145-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:

This position is not eligible for 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.