



Access Services Assistant - Delivery Operations and Barker Stacks Staff (AFSCME - Library Assistant II- 2 vacancies)

Under the direction of the Delivery Operations and Barker Stacks Manager, the Access Services Assistant actively assists in all delivery operations and collections handling. Participates in workflows for the delivery of collections between library units – both on foot and driving – as well as paging, packing, sorting, and reshelving of library materials. Additionally, provides daily onsite review of spaces for environmental monitoring to ensure collections integrity.

RESPONSIBILITIES:

Delivery duties (40%):

- Drives, loads, and unloads a vehicle weighing less than 16,000 pounds gross vehicle weight.
- Drives a scheduled pickup and delivery route, sometimes entering unattended buildings.
- Obeys traffic laws, and follows established traffic and transportation procedures.
- Reads maps, and follows written and verbal geographic directions.
- Coordinates with the Delivery Operations and Barker Stacks Manager to ensure that all library vehicles and vehicle equipment, including mirrors, lights, gas gauge, temperature gauge, tires, turn signals, and brakes are in proper working condition.
- Coordinates with Manager for Delivery and Barker Stacks Operations to ensure that all library vehicles have adequate gasoline, are cleaned and are routinely washed.
- Reports delays, accidents, or other traffic/transportation situations.

Other functions of the logistics operation (60%):

- Participates in workflows for paging, packing, sorting, and reshelving of library materials, such as book searching, collecting statistics, and identifying opportunities for service improvements.
- Performs some processing of materials and works with staff in other departments to resolve problems, correct errors and maintain the physical condition of collections.
- Helps train staff and student employees in policies, procedures and technology, and contributes to the development of documentation and training materials.
- Participates in tasks needed for emergency management and environmental monitoring, reporting facilities and safety incidents/issues.
- Participates in local and library-wide committees/teams/groups or projects and performs other duties as assigned.

QUALIFICATIONS:

Required

- Valid driver's license, ability to operate a motor vehicle, and a good driving record.
- High school diploma or equivalent required.
- Exemplary attendance and dependability a must.
- Minimum 6 months direct/related experience that provides understanding of library or service functions (post high school education can count toward experience).
- Computer skills in Windows and software including GoogleDocs, Word, Excel, PowerPoint, and Outlook, as well as comfort with learning additional programs/systems.
- Strong interpersonal and communication skills.
- Demonstrated initiative and flexibility for successfully adapting and working creatively in a dynamic environment.
- Ability to work and contribute both independently and as part of a team, to work collaboratively and to interact effectively with a diverse group of people.
- Strong organizational skills, including ability to manage competing priorities and meet deadlines.
- Ability to lift 40 lbs and push/pull loaded carts up to 150 lbs, move boxes, bend/squat/reach to shelve library materials, and have a tolerance for exposure to dust.

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:

- College degree or related coursework.
- Experience in an academic and/or research library.
- Experience in a service industry demonstrating time management and/or route optimization, ensuring that pickups and deliveries happen on schedule

HOURS:

35 hours per week, M-F hours between 8:00am-6:00pm. 5 consecutive days per week. Schedule may change over holiday and summer periods, or in response to changes in Libraries' services.

HOURLY RATE AND BENEFITS:

The pay range for this position is \$21.38-\$36.56. 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.

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 May 22, 2026 position open until filled. 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 140-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.