



Administrative Assistant

Office of the Director

The MIT Libraries seek a highly organized, resourceful individual to provide high-level administrative support in its busy technology and top administrative offices. This position provides an excellent opportunity to support the daily activities, exciting initiatives and broader service mission of a dynamic academic research library.

RESPONSIBILITIES: The Administrative Assistant has primary responsibility for supporting the 20 staff in the Information Technology and Digital Development directorate. S/he provides coverage in the Building E25 technology suite: receiving and directing visitors; maintaining office supplies and location cleanliness; managing facilities, equipment, space and access needs; and acting as an information hub and resource to local staff. S/he provides comprehensive direct support to the Associate Director for Digital Projects and Associate Director for Information Technology and Digital Development in addition to providing light support to the ITDD directorate's three department heads. Administrative support tasks range from basic to highly complex: delivering mail; managing calendars; making travel arrangements and reporting expenses; scheduling and managing events scaling from departmental to organization-wide; maintaining wiki/CMS; purchasing technology and supporting inventory tracking; printing budgets and assisting with forecasting; proofreading; assisting with space-planning and -improvement efforts; onboarding incoming staff; and supporting project management or governance activities. The ideal candidate is comfortable with change, an active and thoughtful contributor to directorate culture, and a champion for morale building within the work group. As a member of the Office of the Director support team, the Administrative Assistant provides coverage for other team members during absences and works to collaboratively meet the administrative support needs of the overall senior management group. The Administrative Assistant reports to the Senior Administrative Assistant who manages the distribution of tasks, provides guidance, and reviews the work of the support group.

QUALIFICATIONS: At least 3 years direct/related experience. Advanced computer skills in Windows environment and software including Word, Excel, PowerPoint, and Outlook, as well as comfort with learning additional programs/systems. Excellent administrative and organizational skills; critically, the ability to manage competing priorities. Keen attention to detail and demonstrated ability to analyze and solve problems, bringing tasks and projects to full completion. Ability to work independently and resourcefully with minimal supervision and frequent interruptions. Positive service attitude with demonstrated initiative and ability proactively forecast customer needs. Demonstrated ability to exercise independent judgment and discretion in a dynamic environment. Superior written and oral communication skills, patience and diplomacy, and ability to work effectively with a diverse group of people. Proven dependability and record of reliable and punctual attendance. Desirable: Associate/Bachelor's degree. Work experience in an academic environment or research library. MIT experience a plus. Exposure to project management techniques and tools beneficial. Experience with Concur, SAP, CMSs, wiki management, Visio, Adobe Creative Suite, and Asana (or other task management system).

HOURS: 35 hours per week. Monday – Friday, 8:00 a.m. – 6:00 p.m. (schedule to be determined)

HOURLY RATE AND BENEFITS: \$22.00/hour minimum. 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.

Apply online at: <http://careers.mit.edu/>. Applications must include cover letter and resume. *MIT is strongly and actively committed to diversity within its community and particularly encourages applications from women and ethnic minority candidates. Individuals 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.*