



## Acquisitions Associate (*Library Assistant III*)

The MIT Libraries seek a collaborative and service-oriented person to participate in the work of acquiring electronic and print resources for a vibrant user community at the leading edge of research and education. This is an exciting opportunity to work as part of a new department, Acquisitions & Appraisal, whose aim is to redefine and transform acquisitions work in libraries. It brings together the work of general collections acquisitions ("outside-in" collections) together with a commitment to exploring and implementing ways of defining and incorporating acquisitions for the unique research and teaching outputs of MIT for the benefit of the global community of researchers (examples of "inside-out" collections), in accordance with our vision as outlined in the [Future of Libraries report](#). The efforts of Acquisitions & Appraisal contribute to the MIT Libraries' mission of promoting learning, discovery, and the advancement of knowledge at MIT and beyond.

**RESPONSIBILITIES:** Under the direction of the Electronic Resources Librarian, the Associate participates in the acquisition of electronic and tangible resources. The Associate orders materials selected for the Libraries general collections, including researching purchase options, placing orders with vendors, creating/activating records in library system, and working with vendors, publishers, interface providers, and library technology staff to establish access for electronic resources. During the ordering and renewal processes, the Associate will support the licensing workflow in conjunction with our licensing staff. For tangible resources, they will account for receipt in our ILS (ALEPH) as well as physically process the pieces, including barcoding, labelling, etc. Renewal procedures include communicating with staff about options and pricing, initial negotiation with vendors, and securing invoices and coding for payment. As part of the "DigProb" team, the Associate solves reported problems with electronic resource access. The Associate will develop expertise for a subset of vendors and publishers, documenting access and purchasing processes, implementing and coordinating changes, and acting as a staff resource for questions related to them. Work requires collaboration with various staff and departments throughout the Libraries to ensure effective service, communication, and problem-solving. The Associate participates in group processes to maximize workflow efficiencies, establish team goals, problem-solve, and coordinate activities and projects.

**QUALIFICATIONS:** Required - Two years direct/related experience; post high school education can count toward experience. Solid experience with automated library systems and with standard computer software including database applications, spreadsheet programs, and Internet technologies. Interest and affinity for learning, understanding and effectively using new software and technology. Aptitude for accurate, detailed and quantitative work. Strong organizational, analytical and problem-solving skills, including ability to identify problems and carry out solutions independently or in collaboration with others. Demonstrated ability to manage competing priorities and work with minimal supervision. Strong communication skills, both verbal and written. Positive service attitude and excellent interpersonal skills with proven ability to work as an integral part of a service team and to interact effectively with a variety of people. Demonstrated initiative and flexibility for successfully adapting and working creatively in a dynamic environment. Preferred - Experience in library, higher education and/or a customer service environment. Prior acquisitions experience, including ordering, licensing support, invoicing and renewing. Experience working with library materials vendors and/or publishers. Physical processing experience, including barcoding, labelling, etc. Experience troubleshooting and resolving e-resources access problems. Experience working with ALEPH and Filemaker Pro.

**HOURS:** 35 hours per week, M-F, between 8:00 a.m. - 6:00 p.m. Some flexibility in scheduling is possible.

**HOURLY RATE AND BENEFITS:** \$21.00/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.

**APPLICATION PROCESS:** Apply online at: <http://careers.mit.edu/>; applications must include cover letter and resume. Priority will be given to applications received by August 20, 2018; 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.

*July 2018*