Marketing and Communications Assistant  
*(part time)*

Administrative Services

The MIT Libraries seeks a creative and enthusiastic individual to join its communications team as Marketing and Communications Assistant. Led by the Director of Communications, this team increases the visibility of the MIT Libraries and advances its mission through external communications, ensuring cohesive branding and using a variety of media to tell stories of the Libraries’ impact on teaching, learning, and research at MIT and beyond. This position provides the opportunity to learn, grow, and participate as an active and engaged partner with staff across the Libraries as well as communications colleagues across the Institute.

**RESPONSIBILITIES:** As Marketing and Communications Assistant, you will respond to, prioritize, and fulfill requests for marketing support from Libraries staff. Adhering to the MIT Libraries’ brand and graphic standards, you will assist with design and production of marketing collateral, such as posters, postcards, promotional items, and graphics for digital displays. You will maintain relationships with printers, photographers, graphic designers, and other vendors as well as on-campus services such as MIT’s printing shop and AV Services. You will contribute content to our social media accounts, with oversight of the Libraries’ Instagram, as well as write for our print publication, Bibliotech, our website, or MIT News articles. You will contribute to the ongoing success of the communications operation by providing financial management, maintaining the marketing image library and other assets, ordering supplies, planning meetings, and other administrative tasks as needed.

**QUALIFICATIONS:** At least 3 years direct/related experience. Strong writing, editing, and proofreading skills. Strong experience with Microsoft Office Suite, Outlook, and Adobe Creative Suite, as well as the ability to learn additional programs/systems. Proficiency with WordPress or similar CMS. Comfort level working in or learning to work in a Mac environment. Excellent administrative and organizational skills, including ability to handle diverse tasks concurrently and to independently organize, prioritize, and carry out procedures with minimal supervision. Strong attention to detail. Excellent communication and interpersonal skills, including ability to work on highly collaborative teams. Demonstrated initiative, resourcefulness, and ability to problem-solve and to work effectively despite frequent interruptions in a service-oriented environment. Preferred: Associate/Bachelor’s degree. Basic understanding of graphic design principles and print production. Basic audio and video-editing skills. Basic photography and photo-editing skills. MIT experience or experience in a university setting.

**HOURS:** 20 hours per week. Monday – Friday, between 8:00 a.m. – 6:00 p.m. (schedule to be determined). Some evening and/or weekend work may be required for event support.
**HOURLY RATE:** $22.00/hour minimum. Actual based on qualifications and experience.

**APPLICATION PROCESS:** Apply online at: http://careers.mit.edu/. *MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and ethnic minority candidates.*

MIT offers excellent benefits including a choice of health plans, dental plan, and tuition assistance. The MIT Libraries affords a flexible and collegial working environment and provides opportunities for training and skill development.