Administrative Assistant II

The MIT Libraries seek a highly organized, resourceful individual as one of two hires to the Collections Directorate to provide direct, high-level administrative support to the Associate Director of Collections (ADC) and the Department Heads (DHs) in the Collections Directorate of the MIT Libraries.

RESPONSIBILITIES:

- **Maintaining & Scheduling Leadership Calendars (60%)**
  - Direct Support: Provides comprehensive direct schedule and calendar support to the ADC and the three DHs
  - Helps with coordination and logistics for Collections Directorate-related events, seminars, conferences, luncheons, workshops, and meetings
  - Drafts communications, emails, memos, and other documents

- **Support of Leadership Travel & Reporting (5%)**
  - Arranges complex international and domestic travel
  - Processes expense reports and ensures timely submittal

- **Meeting & Event Support (15%)**
  - May assist Libraries Admin team with special projects and event planning
  - Prepares materials for presentations and meeting logistics (room reservations, food, audiovisual, etc.).

- **Other Communication Support (10%)**
  - Maintains documentation, wikis, and other websites; assists with layout and graphics for documents as requested; performs information searches; maintains org charts
  - Manages files, delivers mail, coordinates, supports, and proofreads report writing
  - Coordinates facilities, equipment, space and access needs, acting as a liaison to vendors and reporting/tracking issues to Biogen and MIT Facilities
  - Initiates, schedules, and maintains organized systems to help all colleagues enjoy and contribute to shared, work-appropriate spaces
  - Provides move support to Libraries staff as needed, including preparing space for new hires or relocated staff

- **Library Citizenship (10%)**
  - Provides coverage for other administrative team members during absences and works to collaboratively meet the administrative support needs of the Libraries Admin team
  - Supports project management or governance activities
  - Contributes to the development of documentation and training materials related to processes and workflows
  - May assist with hiring, onboarding, and training of incoming staff; may direct the work of students or temporary assistants.
May participate in local and library-wide committees or projects, including space planning and improvement efforts

Other duties as required.

QUALIFICATIONS:

- **Required:**
  - At least 2 years direct/related experience.
  - Advanced computer skills in Windows and software including 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.
  - Keen attention to detail and demonstrated ability to analyze and solve problems, bring tasks and projects to full completion, be dependable and punctual.
  - Demonstrated ability to exercise independent judgment and discretion.
  - Ability to work effectively with a diverse group of people.
  - 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.

- **Desirable:**
  - Work experience in an academic environment or research library.
  - MIT experience a plus.
  - Exposure to project management techniques and tools beneficial.
  - Experience with Atlas, 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:** $19/hr minimum. Actual hourly rate 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/](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.**