Administrative Assistant II

The MIT Libraries seek a highly organized, resourceful individual as one of two hires who report to the Associate Director for Collections and provide administrative support for the Collections Directorate in the MIT Libraries. This role will provide comprehensive support to a number of departments within the Collections Directorate to ensure the smooth running of day to day and long term operations.

RESPONSIBILITIES:

- **Reporting, Procurement & Financial Duties (40%)**
  - Monitors and purchases supplies, including barcode labels for acquisitions and metadata staff
  - Arranges reimbursements, assists with invoice and other transaction processing as needed, including verification of ProCard purchases and reconciliation of departmental accounts
  - Gathers, generates, and monitors custom monthly statistical reports, including:
    - A&A receipts (books, serials, etc.)
    - Binding activity
    - Outsourced cataloging (Donohue)
  - Generates and monitors monthly departmental and other expenditures in SAP; performs basic forecasting and simple analysis, presents findings to leadership
  - May act as back up invoice processor as needed (Aleph) and support audit of acquisitions transactions (Aleph)

- **Space & collections security (30%)**
  - Location Coordinator & Facilities Support (custodial, security, visitors to spaces managed by IASC)
  - Coordinates, reports, & tracks facilities (may include Reuse, Technocycle, and plastic film recycling), equipment, space and access needs (keys/card access, ordering of office furniture, coordinates small moves of materials & Library Staff or new hires)

- **Additional administrative responsibilities (20%)**
  - Coordinates with other administrative staff to help provide calendaring support for the AD for Collections and Collections Directorate department heads
  - Helps with maintenance of copier areas; delivers mail; acts as a liaison to vendors as needed
  - Troubleshoots and supports basic technology such as WebEx for group meetings
  - Assists with creation of communications and documentation
  - Maintains documentation, wikis, LibGuides, and other websites; assists with layout and graphics for documents as requested, generates visualizations as needed; performs information searches.
- Initiates, schedules, and maintains organized systems to help all colleagues enjoy and contribute to shared, work-appropriate spaces

- **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 student workers 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 Aleph, Cognos, 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 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.