The MIT Libraries seek a reliable, service-oriented person to join our access services team for a 2 year term. This is an exciting opportunity to work in a dynamic library environment.

RESPONSIBILITIES: Under the direction of the Access Services Manager, assists in all circulation, reserves, and service desk operations, physical delivery between MIT Libraries, including driving a van, and physical space management. Specific duties include:

- Provides in-person service regards library services and collections at a variety of service points, and delivers library materials via van to east & north campuses, including pick-up, sorting, delivery, check-in & return of materials between library units.
- Responsible for the interpretation of policies and procedures to users, for providing information about access to collections and space, opening/closing the library and reporting facilities and safety incidents/issues.
- Participates in other activities such as book searching, shelving, collecting statistics, handling financial transactions, sorting & delivering library materials and identifying opportunities for service improvements.
- Performs some processing of materials and works with staff to resolve problems, correct errors and maintain the physical condition of collections.
- Helps train staff in policies, procedures and technology, and contributes to the development of documentation and training materials.
- Participate in local and library-wide committees/teams/groups or projects and will perform other duties as assigned.

QUALIFICATIONS:

Required:

- Minimum 6 month’s direct/related experience that provides an understanding of library or service functions (post high school education can count toward experience).
- Solid experience with automated library systems and with standard software (e.g. MS Office, e-mail, calendar) as well as an ability to generate reports and to work with data. A keenness for mastering new software, systems and technology and for assisting others in their use.
- Strong interpersonal, organizational and communication skills and proven commitment to delivering high quality customer service. Demonstrated initiative and flexibility for successfully adapting and working creatively in a dynamic environment.
- Ability to work and contribute both independently and as part of a service team, to work collaboratively and to interact effectively with a diverse group of people.
- Exemplary attendance and dependability a must. Ability to lift 40 lbs, move boxes, shelve library materials, push book trucks, and a tolerance for exposure to dust.
- A valid driver’s license, ability to operate a motor vehicle, and a good driving record.

Preferred:

- Experience in academic and/or research library or working with Aleph, ILLiad and/or RAPID ILL.
**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:** $17.61/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 June 25th, 2019; 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.

*June 2019*