Job summary

This is an 18 month term position. There is also a strong internal candidate for this position.

The Reference Associate for MIT Libraries’ Distinctive Collections is a valuable frontline team member, working with researchers in the reading room and online with a particular emphasis on providing support for digitization initiatives. This role also contributes to management of collections, supports instruction activities and assists in the development and maintenance of documentation for the unit. In addition to close work with patrons through facilitating research with regular shifts in the reading room, remote reference work and the creation of guides and tools that serve to highlight collections, the Reference Associate will actively interface with many internal groups including the Processing Team, Conservation, and Imaging.

Summary of Essential Job Functions

Support for digitization - 30%

- Responds to patron requests for digitization of collection materials
- Coordinates programmatic digitization initiatives
- Prepares items for digitization, interfacing with conservation, processing, metadata and imaging staff, engaging in rights review
- Contributes to and advises on user-focused metadata creation as appropriate
- Contributes to workflow development for patron-driven and programmatic digitization
- Establishes clear and direct communication between various internal teams and with external patrons

Patron support – 30%

- Works regular shifts in reading room at the reference desk, responding to remote and on-site questions from patrons
- Helps create and maintain staff-facing documentation on reading room operations and other patron-service functions
- Assists with development and implementation of policies and procedures, engaging with tools such as Aeon to support these practices
• Creates LibGuides and participates in the creation of other patron-supporting tools, documentation, and outreach

Collection management support – 25%

• Assists with collection maintenance in reading room and stacks
• Processes deliveries from off-site storage and preparing retrieval requests
• Pages and re-shelves items stored on-campus

Other – 15%

• Involved in special projects as assigned, e.g., collection description, processing, exhibitions, class support, website updates, etc.
• Other duties as assigned

Educational and Experience Requirements:

Required

• Two years direct/related experience; post-high school education can count toward experience.
• Experience working in a special collection, archive or research center.
• A strong public service and user experience orientation. Interest in developing reference skills and working with primary sources.
• Aptitude for detail, accuracy, and efficiency; good organizational skills.

Preferred

Preference will be given to candidates with one or more of the following desired qualifications:

• Completion of courses in archives and special collections and/or reference.
• Understanding of best practices for handling unique and rare materials.
• Understanding of best practices for digital imaging.
• Experience with Aeon and ArchivesSpace
• Strong writing and editing skills.
• Experience with outreach.

Physical Requirements

Ability to lift boxes weighing up to 40 pounds.

Expectations for All Employees

As a member of the MIT community, supports MIT's Non-Discrimination Policy and respectfully interacts with other members in the community.

Supports the MIT Libraries commitment to DISJ by enthusiastically embracing the empathy, courage, self-reflection and respect of a multi-cultural, diverse and inclusive workplace, and striving to incorporate those values in work and interactions.
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 July 24th, 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.

Disclaimer
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.