Hayden Renovation Administrative Assistant
(18-month term role)

The MIT Libraries seek a highly organized, resourceful individual for an 18-month term role providing direct, high-level administrative support to the Hayden Renovation Project. This position reports to the Director of Space Planning and Strategy at the MIT Libraries.

RESPONSIBILITIES:

- **Meeting & Project Support (50%)**
  - Attends all renovation related meetings: Coordination/Oversight Team and its sub-teams, as required, taking meticulous notes (which are provided to the Team and/or the overseers of the project).
  - Utilizes the systems and tools determined for the project, documents and records decisions.
  - Participates in documentation and record keeping for the project and ensures accuracy and findability of documents.
  - Schedules and supports meetings and information sessions.
  - Handles meeting coordination and logistics for renovation meetings and events (room reservations, food, audiovisual, etc).
  - Handles special projects and event planning for the project, as requested.
  - Provides move support to Libraries staff as requested by members of the Hayden Space Planning and Strategy Team members, including staff relocation or preparing space for new hires.
  - Becomes familiar with Libraries staff involved in the project and with other roles associated with the project, including those that are not within the Libraries: Office of Campus Planning and Capital Construction reps, architects, Provost’s Office staff, Dining Services partners, MIT sustainability staff and consultants, Move Coordinator, construction management company, etc.

- **Scheduling and Administrative Coordination (30%)**
  - Direct Support: Provides comprehensive schedule, calendar, and other support for the Hayden Space Planning and Strategy Team.
  - May assist with preparation of materials for meetings and presentations; may edit and/or draft communication, emails, memos, and other documents for the Hayden Renovation.
  - Arranges phone calls and/or WebEx meetings, travel, and similar administrative support functions for the Hayden Space Planning and Strategy Team.
• Acts as primary point of contact for members of the Hayden Space Planning and Strategy Team.

• **Other Communication Support (10%)**
  - As a member of the renovation project team, is approachable by those with project questions or concerns and refers or shares the information to the project Communication Team or other team members, as appropriate.
  - Coordinates facilities, equipment, space, and access needs; acts as a liaison to vendors, reporting/tracking issues to appropriate parties.
  - May assist with layout and graphics for documents, as requested; may perform information searches.

• **Financial Tasks (10%)**
  - Manages administrative systems related to project expenses and purchasing, such as Buy 2 Pay and procurement card reconciliation; keeps detailed backup receipts of expenses.
  - Works with others to maintain knowledge of budget and relay budgetary information accordingly.

• **Other duties as required.**

**QUALIFICATIONS:**

• **Required:**
  - At least 3 years direct/related experience.
  - Advanced computer skills in Windows and software including Google Docs, Sheets, etc., Microsoft 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.
  - Experience with renovation, construction, or project management a plus.
  - Exposure to project management techniques and tools beneficial.

• **Desirable:**
  - Work experience in an academic environment or research library.
  - MIT experience a plus.
  - Experience with renovation, construction, or project management a plus.
  - Exposure to project management techniques and tools beneficial.

**HOURS:** 35 hours per week. Monday – Friday, 8:00 a.m. – 6:00 p.m. (schedule to be determined)

**HOURLY RATE AND BENEFITS:** $19.88/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.