

MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description Form



Functional Area	Office of the Vice President for Finance, Accounts Payable		
Job Title	Senior Property Inventory Assistant		
Reports to	Title Property Manager		
April 19, 2016			
Level/Grade	Choose an item.	Type of position:	Hours ____ 35 / week
5		☒ Full-time ☐ Part-time	☐ Exempt ☒ Nonexempt

POSITION OVERVIEW STATEMENT

SENIOR PROPERTY INVENTORY ASSISTANT, Office of the Vice President for Finance, Property Office to conduct physical Inventory of existing MIT accountable equipment using barcode scanners, including reconciliation of missing equipment and select sample as determined by supervisor.

Principal Duties and Responsibilities

Will execute data offload and download scripts from hand-held bar code scanners to ePROP database; investigate and resolve exception problems in the field; execute and review exception reports to determine best course of action to reconcile in accordance with inventory plan and schedule; and review final exception reports with supervisor and discuss possible resolutions with responsible parties including principal investigators, department administrators, researchers, technicians, and students. Will assist with outside property audits by providing field support to locate equipment and perform other duties associated with physical inventory and reconciliation as needed.

Position will involve working in a variety of environments including machine shops, clean rooms (which require special clothing), storerooms, outside areas and those not accessible by stairs, biological and radiation areas (training will be provided), computer rooms, administrative areas, and rooms with extreme temperatures. Work may also require some lifting and shifting of items weighing around 25lbs, bending and stretching, and accessing confined spaces for the purpose of scanning items. The position requires travel to other current MIT sites which include Bates Lab in Middleton, Haystack Observatory in Westford, Lincoln Lab in Lexington, Endicott House in Dedham, IS&T server site in Boston and Cambridge and any newly added site/s. Will perform all duties in accordance with MIT's Property Procedures. Other duties as assigned.

REQUIREMENTS: Knowledge of Excel and MS Word required. Knowledge of SAP, COEUS, and other equipment databases preferred. Must be able to work both independently and as part of a team.



Must have good judgment, excellent organizational skills as well as verbal and written communication skills. Ability to shift and lift items weighing around 25lbs. Knowledge of MIT and a bachelor's degree preferred.

MIT will conduct a background check (including checking criminal records) for the finalist.

Supervision Received

Will receive supervision from the Property Manager

VPF benefits from a diverse and engaged workplace and seeks to further enhance our community by employing individuals from varied backgrounds. VPF actively supports MIT's commitment to advancing a respectful and caring community that embraces diversity and empowers everyone to learn and do their best.

MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

