Job Description – MIT Job # 22839

<table>
<thead>
<tr>
<th>Functional Area:</th>
<th>Office of the Vice President for Finance, Office of Insurance</th>
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<tbody>
<tr>
<td>Job Title:</td>
<td>Administrative Assistant 2</td>
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<td>Reports to:</td>
<td>Director of Insurance</td>
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<tr>
<td>Salary Grade:</td>
<td>5</td>
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<tr>
<td>Hourly Rate:</td>
<td>$25.00 - $29.46/hr</td>
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<tr>
<td>Hours per week/status:</td>
<td>20/Non-Exempt</td>
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<td>Prepared on:</td>
<td>June 2023</td>
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About the Office of the Vice President of Finance:

Join the MIT Office of the Vice President for Finance (VPF) and be part of a team dedicated to managing the Institute's financial resources to support education, research, and innovation. At VPF, we prioritize excellence, integrity, and inclusiveness in our work and office culture.

VPF achieves goals through teamwork and collaboration, and we celebrate those successes together. Our team comprises professionals with diverse backgrounds and skill sets who share a passion for financial and administrative excellence.

VPF offers flexible work schedules with both remote and in-office work. A VPF staff member will spend 2-8 days per month in the office, depending on the position and specific team schedules. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT’s main campus. Commuter resources, including free MBTA passes and commuter rail discounts, are available to all employees.

MIT’s comprehensive benefits package demonstrates a commitment to our employees' well-being. Our benefits include health and dental insurance, a 401(k) plan with employer match, an additional pension plan with 100% of contributions managed and paid for by MIT, paid vacations and holidays, and more.

Position Overview

The VPF Office of Insurance purchases and manages the Institute’s insurance programs and advises and implements risk management and mitigation programs that protect MIT, its community members, and subsidiaries against financial loss related to property and casualty-related incidents.

This role performs a range of complex and diverse clerical, administrative, and financial duties in support of the Office of Insurance (20 hours per week).

Principle Duties and Responsibilities

- Process financial transactions including requisitions, journal vouchers, travel expense reports, requests for payment, invoices, and Procurement Card approvals
- Maintain automotive database in collaboration with insurance brokers, MIT Department of Facilities, the VPF Property Office, and departments, labs, and centers (DLCs)
- Assist DLCs to procure and process automobile registrations
Manage director’s meetings and calendar; schedule and coordinate meetings on behalf of the director and team
- Assist in preparing, editing, and formatting PowerPoint presentations, contracts, and other internal and external documents
- Assist in gathering information for the yearly insurance liability renewal, and completion of other insurance related applications
- Assist in issuance of visa insurance documentation
- Assist in tracking vendor contracts
- Receive, scan, and upload certificates of insurance into the insurance database; issue outgoing certificates upon request
- Distribute mail and handle shipping needs for the office
- Maintain office filing systems (paper and electronic)
- Attend meetings and assist with agenda, notes, and next steps as needed
- Collaborate with staff in DLCs and within the Office of General Counsel
- Anticipate and initiate actions regarding daily office operations
- Performs other duties as assigned

Qualifications

Required
- High school diploma or equivalent
- Minimum three years of administrative, office, or related experience
- Strong organizational, problem solving, interpersonal, and communications skills
- Advanced knowledge of Microsoft Word, Excel, Outlook, and PowerPoint
- Ability to work with a wide range of individuals at all levels in the MIT community
- Ability to manage multiple priorities and work independently and as part of a team
- Ability to use discretion, tact, and good judgment working with sensitive and confidential information
- Demonstrated adaptability and flexibility to learn new tasks, take on new assignments, and support team initiatives

Preferred
- Bachelor’s degree
- Prior MIT experience

Supervision Received
Reports to the Director of Insurance

Supervision Exercised
None

Additional Information
MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.

A background check (including checking criminal records) will be required for the final candidate.

MIT is unable to provide work authorization or visa sponsorship for this position.

This position has a six-month probationary period for new employees to the Institute.
Diversity, Equity, and Inclusion

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.

VPF is Mission Focused

The Office of the Vice President for Finance (VPF) works to advance MIT’s mission by supporting thoughtful stewardship and effective deployment of the Institute's financial resources. Forward-thinking and future-oriented, the office is working to create a seamless administrative experience for MIT colleagues and make it easier for them to comply with grant, accounting, and other applicable rules. VPF also seeks to enhance the quality of financial information available to MIT and is focused on providing services that are readily adaptable to the evolving demands of an increasingly global Institute.