General Overview:
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, this 165-person office is working to create a seamless administrative experience for MIT colleagues and make it easier 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. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

Position Overview Statement
The MIT Office of Insurance purchases and manages the insurance programs and advises and implements various risk management and mitigation programs that protect the Institute, 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).

Principal Duties and Responsibilities (Essential Functions)
- Manage director’s meetings and calendar; schedule and coordinate meetings on behalf of the director and team
- Attend meetings and assist with agenda, notes and next steps as needed
- Assist in preparing, editing, and formatting PowerPoint presentations, contracts, and other internal and external documents
- Process financial transactions including requisitions, journal vouchers, travel expense reports, requests for payment, invoices, and Procurement Card approvals
- Receive, scan, and upload certificates of insurance into the insurance database; issue outgoing certificates upon request
- 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
- 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
- Distribute mail and handle shipping needs for the office
- Maintain office filing systems (paper and electronic)
- Monitor and order office supplies
- Anticipate and initiate actions regarding daily office operations
- Assist on other projects and initiatives as needed

**Qualifications**

**Required**
- High school diploma or equivalent
- Three years of 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 in the MIT community, including DLC staff, and staff in the Office of General Counsel
- Ability to manage multiple priorities and work both 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

**REMOTE WORK**
MIT is committed to supporting a safe and equitable workplace. MIT and VPF are developing guidance, policies, and models for returning to work on campus in the fall. As of June 2022, this position is designated as one that can be performed in a hybrid model of one day per week in the office every week, and is subject to change.

**Covid Policy**
MIT currently requires Covid-19 vaccination for all MIT employees who work in the United States. Individuals may request exemption from the vaccine requirement for medical or religious reasons. See MIT Now for more information on MIT’s Covid policies. Offers of employment are contingent on an applicant’s compliance with MIT’s Covid-19 vaccine/exemption requirements.

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

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

This position has a 6-month probationary period for new employees to the Institute.

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.

*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.