

OFFICE OF THE VICE PRESIDENT FOR FINANCE



Functional Area:	Office of the Vice President for Finance, Controllership – Property		
Job Title:	Property Inv – Property Inventory Assistant 2	Position Title:	Senior Property Inventory Assistant
Reports to:	Property Manager	Prepared On:	August 2019
Level/Grade: 4	Duration (if applicable):	Hours per week/status: 40/Non-Exempt	

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 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. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

POSITION OVERVIEW:

The Senior Property Inventory Assistant will initiate and maintain property records for newly acquired and existing equipment while ensuring records in MIT's centralized property management system are complete and accurate. She/he will inspect, evaluate, create an inventory entry, and label the physical property of MIT and its sponsors per MIT Property Office procedures. The ideal candidate will be well-organized, customer-service focused and work well under minimal supervision.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Locate, inspect, and tag property and equipment at various locations across the Institute and its affiliates
- Determine and record details of equipment, including, manufacturer, model number, and serial number
- Conduct extensive fieldwork, (up to 75 percent of work time), in varied environments, including machine shops, clean rooms (which require special clothing), storerooms, outside areas, biological and radiation areas for which training is provided, computer rooms, administrative areas, and rooms with extreme temperatures
- Determine classification of items, including, capital equipment, minor equipment, accessory items, auxiliary items, an enhancement to an existing piece of equipment, or an expendable item
- Determine the condition and utilization of equipment to make judgment on usability
- Is responsible for assimilating large volumes of data from various sources for input into property databases
- Perform reconciliation of property information against the Institute financial records
- Other duties as assigned

QUALIFICATIONS:

Required:

- At least three years' experience in a public-facing, customer service-oriented position that requires working with a broad and diverse group of stakeholders

- Demonstrated experience providing superior customer service, including but not limited to, the ability to interact with individuals at various levels at the Institute as well as excellent verbal and written communication skills
- Extensive travel across MIT's campus, affiliated buildings and satellite locations
- Ability to shift and lift items weighing approximately 25 pounds
- Ability to bend and stretch to access confined spaces in order to scan and tag items
- Ability to enter areas not accessible by stairs or elevator
- Strong data entry skills
- Proficiency in Microsoft Excel and Word
- Ability to work independently and as part of a team
- Must have good judgment, be detail orientated and have excellent organizational skills

Preferred:

- A bachelor's degree
- Familiarity with purchasing and accounts payable systems
- Knowledge of government property regulations and scientific and office equipment
- Familiarity with SAP, Coupa, COEUS, and equipment databases

Supervision Received

Will receive supervision from the Property Manager

Supervision Exercised:

None

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

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.