

## OFFICE OF THE VICE PRESIDENT FOR FINANCE



<b>Functional Area:</b>	Office of the Vice President for Finance, Controllershship – Property		
<b>Job Title:</b>	Property Inv – Property Inventory Assistant 2	<b>Position Title:</b>	Senior Property Inventory Assistant, Inventory
<b>Reports to:</b>	Property Manager	<b>Prepared On:</b>	December 2021 MIT Job # 20482
<b>Level/Grade:</b> 4	<b>Salary range:</b> \$26-\$32 per hour	<b>Hours per week/status:</b> 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 for Inventory will maintain property records for existing equipment while ensuring records in MIT’s centralized property management system are complete and accurate. She/he will inspect, evaluate, and edit inventory records related to MIT’s physical property and its sponsors per VPF Property Office procedures. This role maintains data collection and integrity and supports the Property team in multiple annual audits. 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 maintain inventory records for property and equipment at locations across the MIT campus and at off-campus affiliate locations
- Determine and record details of equipment, including, manufacturer, model number, and serial number
- Perform regular data offload from bar code scanners to the property database
- Investigate and resolve exception problems in the field: determine the best course of action to reconcile in accordance with inventory plan and schedule, escalate concerns to supervisor as needed
- Provide field support for property audits
- Conduct extensive fieldwork, (up to 75 percent of work time), in a variety of 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 the condition and utilization of equipment to make judgment on usability
- Be responsible for assimilating large volumes of data from multiple sources for input into property databases
- Perform reconciliation of property information with Institute financial records
- Other duties as assigned

### QUALIFICATIONS:

Required:

- At least three years of 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 different levels at the Institute and excellent verbal and written communication skills
- Ability to walk to and through buildings across MIT's campus, and to travel (by car) to off-campus affiliates 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.

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.

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.

*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.*

