

OFFICE OF THE VICE PRESIDENT FOR FINANCE



Functional Area:	Office of the Vice President for Finance, Controllershship – Property		
Job Title:	Property Inv – Property Inventory Assistant 2	Position Title:	Senior Property Inventory Assistant, Tagging
Reports to:	Property Manager	Prepared On:	September 2021 MIT Job # 20227
Level/Grade: 4	Salary range: \$26-\$32 per hour	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 for Tagging will initiate and maintain property records for newly acquired property, 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 per VPF 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 assigned locations across the MIT campus and at off-campus affiliate locations
- Determine and record details of equipment, including, manufacturer, model number, and serial number
- Conduct extensive fieldwork, (up to 75 percent of work time), in campus and off-campus 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
- Be responsible for assimilating large volume 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' 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.