Job Posting
Academic Year Employment (AY 2016-2017)

Posting Date: July 20, 2016
Closing Date: Open until filled
Department: Physics Finance
Job Title: Graduate Office Assistant
Hours per Week: 20 hours per week
Student Wage: $12/hours per week

Essential Duties and Responsibilities:
• Process graduate student appointments;
• Assist with day to day financial operations of the department;
• Prepare travel expense reports for prospect and incoming students; and
• Additional duties include, but are not limited to:
  • Filing
  • Data entry
  • Scanning and uploading documents
  • Distributing mail
  • Greeting customers

Minimum Requirements:
• Attention to detail
• Ability to stay focused during routine assignments
• Strong organizational skills
• Ability to communicate effectively, both verbally and written
• Quick learner
• Flexible

Reporting: The Graduate Office Assistant will report to the Mrs. Rosaleah Brown Gresham, Financial Coordinator.

Application Procedure: Please submit one copy of your resume, and cover letter to Mrs. Rosaleah Brown Gresham, Financial Coordinator via e-mail at brownr@mit.edu.