

OFFICE OF THE VICE PRESIDENT FOR FINANCE
Job Description Form



Functional Area: Administrative Services and Operations		
Job Title: Human Resources Administrator		
Reports to: Ann E. Warner-Harvey, Director of Administrative Services and Operations		Date: February 7, 2017
Job Level/Grade: HR-PE218	Type of Position: Full-time	Hours __40__ /week Exempt

Human Resources Administrator for the Office of the Vice President for Finance

Position Overview

As part of VPF's Administrative Services and Operations (ASO) team, supporting VPF's 140 employees, focus on all of VPF's human resources needs. Will partner with ASO team, director, and managers within VPF, to foster an engaging, productive, supportive and positive workplace for all employees. Advises and assists director, management, and staff on human resources matters and acts as a liaison with central Human Resources. Administers human resources activities including recruitment, onboarding, performance management and development, employee relations, compensation, and diversity. Ensures compliance with applicable federal, state, and local laws and regulations. Partners with the director in strategic planning and implementation for VPF.

Principle Duties and Responsibilities

Compensation: Advises managers and/or writes job descriptions for VPF. Partners with director, central Human Resources Officer (HRO) and Compensation Office on classification process. Makes recommendations on level/grade/salary. Supports managers to write job descriptions and understand FLSA guidelines. Collaborates with managers and central Human Resources on promotional, market equity, and off-cycle pay increases for staff. Proactively identifies the potential need for market adjustments or equity cases.

Employee Relations: Collaborates with the director and HRO on employee relations issues; mediates complaints and disciplinary issues; ensures compliance with MIT policies and applicable employment laws.

HR Administration: Reviews and processes all human resources forms and systems. Creates and maintains confidential human resources files and databases. Conducts audit checks to ensure data entry in systems is accurate and complete. Designs, generates, and analyzes ad-hoc reports using Brio Query. Identifies trends, develops presentations, and makes recommendations to management. Leads or serves on various VPF and MIT projects and committees. Assists in planning, hosting, and executing on-going and special employee events.

Performance Development: Manages Administrative and Support Staff annual salary and performance review processes. Provides guidance and ensures that managers and staff have the appropriate training and resources to participate in and/or conduct performance reviews, set performance goals, and create professional development plans. Partners with director to create and deliver specialized training and workshops for VPF managers and staff.

Recruitment: Responsible for full-cycle sourcing, hiring, and onboarding of VPF employees. Receives and screens resumes; makes recommendations on candidates to be interviewed; participates in the interview process, conducts reference checks; ensures salary offers are commensurate with candidate experience, consistent with hiring guidelines, and internal equity. Advises hiring managers on salary offers and negotiations. Assists director to implement and manage affirmative action programs, and prepares search plans and reports, and affirmative action reports. Promotes and fosters a diverse workforce and helps to ensure managers have appropriate resources and training on diversity, inclusion and bias concepts. Acts as primary liaison to temporary agencies. Helps administer exit interviews and identifies issues and strategies to address them.

Diversity and Inclusion: Actively engaged in developing and supporting a diverse and inclusive office environment, and participates in inclusion events on campus. Continuously evaluates office environment and makes suggestions for improvements. Actively seeks ways to recruit, hire, retain and manage a diverse workforce.

Onboarding: Responsible for presenting onboarding program and continually evaluating and making suggestions for improvements as needed.

Rewards & Recognition: Manages and implements VPF's Rewards & Recognition program. Continually evaluates program and makes recommendations for improvements.

Strategic Planning: Participates in the strategic planning for VPF. Provides input and guidance during changes in organizational processes, operations and/or planning. Helps determine departmental training needs and brings in appropriate training experts.

Compliance: Partners to ensure VPF is in compliance with all applicable Institute policies and procedures and governmental regulations.

Other Job Knowledge, Skills, Expertise & Competencies:

Communication Effectiveness: Gathers content and drafts *VPF HR Monthly Message*, reports, and/or proposals for internal and/or external audiences. Interprets other viewpoints and assimilates them into work processes. Formally transfers knowledge to others.

Critical Thinking and Problem Solving: Recognizes problems or situations that are new or without precedent. Partners to find solutions using a systematic, multi-step approach. Assists in developing improvements and innovations to enhance VPF's workplace and employee performance.

Collaboration: Is accountable for successful group process and achieving desired results within own area or team. Helps to mediate stalemates within and among groups within a single function to move toward a conclusion.

Decision Making: Decision making guided by precedents and objectives. Makes decisions and recommendations on issues affecting VPF. Participates in strategy development.

Influencing and Leading: Provides process and project leadership. May assist employees with plans for development and training.

Responsibility and Accountability: Work significantly affects and impacts VPF overall. May direct the work of others. Acts decisively in critical situations or to circumvent a potential problem.

Qualifications

BS/BA or equivalent combination of education and experience; 5 years of human resources experience. Requires comprehensive knowledge of federal and state employment laws and current Human Resources principles, practices and trends, and be a resource on these matters. Must have strong communication and interpersonal skills. Demonstrated ability to lead and deliver projects within a defined timeframe and manage competing short- and long-term goals and projects. Advanced knowledge of Word, Excel, PowerPoint and Brio Query desired. MIT experience, and knowledge of MIT Personnel Policy Manual, Human Resources guidelines, internal HR systems strongly desired.

Supervision Received

Employee determines appropriate work methods, plans, schedules, and prioritizes work based on goals and objectives to be achieved, within VPF and VPF HR; carries out work activities independently. Consults with the director to resolve unusual problems or to provide general direction.

Supervision Exercised

Coaches managers and employees, and/or provides project leadership. Makes recommendations related to hiring, performance management, terminating, training, and promotions, and reviewing performance and administering corrective action for staff. May implement these recommendations.

Other duties as assigned.

MIT will conduct a background check (including checking criminal records) for the finalist

About the Office of the Vice President for Finance:

VPF is forward-thinking and future-oriented. Through technology and process improvements, this 140-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.

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.