OFFICE OF THE VICE PRESIDENT FOR FINANCE

<table>
<thead>
<tr>
<th>Functional Area:</th>
<th>Office of the Vice President for Finance, Human Resources</th>
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<tbody>
<tr>
<td>Job Title:</td>
<td>Mgmt 4, HR Generalists</td>
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<td>Position Title:</td>
<td>Director of Human Resources</td>
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<td>Reports to:</td>
<td>Vice President for Finance</td>
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<td>Prepared On:</td>
<td>March 2022</td>
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<tr>
<td>MIT Job #:</td>
<td>21002</td>
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<tr>
<td>Pay Grade:</td>
<td>11</td>
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<tr>
<td>Salary Range:</td>
<td>$115,000-$150,000</td>
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<tr>
<td>Hours per week/status:</td>
<td>40/Exempt</td>
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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 Statement
The Director for Human Resources (HR) serves as the senior HR lead to manage day-to-day operations and develop strategic HR goals for the Office of the Vice President for Finance. She/he works as part of VPF’s senior leadership team, supporting VPF’s employees to foster an engaging, productive, supportive, and positive workplace for all employees. The Director advises and assists the Vice President, directors, managers, and staff on human resources matters and acts as a liaison with MIT central Human Resources. She/he is responsible for administering all human resources activities including recruitment, onboarding, performance management and development, employee relations, compensation, and diversity, equity, and inclusion. The Director ensures compliance with applicable federal, state, and local laws, and manages the work of the HR Administrator. She/he has full accountability for all human resources activities within the Office of the Vice President for Finance.

Principal Duties and Responsibilities (Essential Functions)

- Manages and develops strategy/goal setting process on strategic HR matters such as organizational design, workforce planning, talent management, and diversity, equity, and inclusion
- Manages the work of the HR Administrator: oversees planning, assigning and scheduling work, annual review, training, professional development, and ensures accuracy and quality standards of the Administrator’s work
- Makes decisions on employee hiring, terminations, and reassignments in consultation with senior leadership
- Works with VPF leadership to identify and implement training and development opportunities to support broader talent management strategy
- Creates and delivers HR-related training
- Oversees the office-wide Performance Management and Development activities including the Annual Salary Review (ASR) process
- Manages all recruitment in partnership with HR Administrator
- Manages complex employee relations issues, collaborating with central HR when appropriate
- Develops and executes comprehensive change management strategies
- Is responsible for Affirmative Action and related compliance policies
• Is responsible for VPF’s employee recognition program, including the budget for related activities
• Leads VPF’s diversity, equity, and inclusion (DEI) initiatives, which includes creating and managing training programs; promotes a diverse and inclusive workforce
• Creates strategies and programs to engage employees and promote a strong VPF community in a hybrid work environment
• Advises current staff on professional development matters
• Oversees talent management efforts and succession planning activities for all VPF business units
• Partners to ensure VPF is in compliance with all applicable Institute policies and procedures and federal, state and local regulations
• Leads, facilitates, or serves on VPF committees and projects
• May serve on MIT committees and projects as needed
• May lead or assist with special projects and perform other duties

Qualifications
Required
• BS/BA or equivalent combination of education and experience
• Seven years of experience in a human resources environment
• Comprehensive knowledge of federal and state employment laws and current human resources principles, practices, and trends
• Demonstrated experience drafting and delivering performance feedback and information related to escalating performance improvement and disciplinary actions
• Proven ability to lead and manage people
• Excellent oral and written communication skills, including the ability to advise, influence, negotiate, present, and mediate with staff at all levels, including senior management
• Demonstrated ability to lead and deliver projects within a defined timeframe and manage competing short- and long-term goals and projects
• Demonstrated proficiency in Microsoft Office applications
• Superior customer service skills
• Demonstrated interest in and ability to engage in ongoing education and certification programs
• Excellent organizational skills, the ability to manage changing and conflicting priorities, build consensus, set priorities, and understand formal and informal organizational structures and relationships
• Capacity to use diplomacy, tact, and discretion when addressing issues, and a demonstrated ability to handle sensitive and confidential matters

Preferred
• Master’s degree
• Professional Human Resources (PHR) or Senior Professional in Human Resources (SPHR) Certification
• MIT experience, and knowledge of MIT Personnel Policy Manual, Human Resources guidelines, internal HR systems strongly desired

Supervision Received
Receives direct supervision from the Vice President for Finance

Supervision Exercised
Supervises the Human Resources Administrator

Remote Work
MIT is committed to supporting a safe and equitable workplace. MIT and VPF are developing guidance, policies, and
models for returning to work on campus. As of March 2022, this position is designated as one that can be performed in a hybrid model of two days per week in the office and is subject to change.

**Covid Policy**
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.

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.

*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.*