

Functional Area:	Office of the Vice President for Finance, Headquarters		
Job Title:	Human Resources Administrator 2	Position Title:	Human Resources Administrator
Reports to:	Director of Human Resources	Prepared On:	March 2022 MIT Job # 21003
Pay Grade: 8	Salary Range: \$75,000 – \$88,000	Hours per week/status: 40/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 Statement

The Human Resources (HR) Administrator will support VPF's employees, across a wide spectrum of human resources needs. She/he will partner with directors and managers within VPF, to foster an engaging, productive, supportive, and positive workplace for all employees. She/he will advise and assist the HR director, VPF directors, and staff on human resources matters and acts as a liaison with MIT central Human Resources. She/he administers human resources activities including recruitment, onboarding, performance management and development, employee relations, compensation, and diversity. The Administrator ensures compliance with applicable federal, state, and local laws, and partners with the director on strategic planning and implementation in the Office of the Vice President for Finance.

Principal Duties and Responsibilities (Essential Functions)

- Processes HR transactions including hires, promotions, transfers, leaves of absence, terminations, and salary changes
- Advises managers on and writes job descriptions
- Partners with the director, the central Human Resources Officer (HRO) and Compensation Office on classification process for new and existing positions
- Collaborates with the director and HRO on employee relations issues; mediates complaints and disciplinary issues; ensures compliance with MIT policies and applicable employment laws
- Supports all diversity, equity, and inclusion (DEI) initiatives
- Supports the director on administrative and support staff annual salary and performance review processes
- Partners with the director to create and deliver specialized training and workshops for VPF managers and staff
- Supports full-cycle sourcing, hiring, and onboarding of VPF employees: posts open positions; participates in the interview process, conducts reference checks, coordinates background checks
- Advises current staff on professional development
- 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 employment agencies

- Is responsible for conducting VPF's onboarding program and continually evaluating and making suggestions for improvements as needed
- Implements VPF's employee Recognition program, in alignment with central HR programs
- Participates in the strategic planning for VPF by providing input and guidance during changes in organizational processes, operations, and planning
- Ensures VPF is in compliance with Institute policies and procedures and federal, state, and local regulations
- Represents VPF on committees and events on- and off-campus
- May lead or assist with special projects and perform other duties as needed

Qualifications

Required

- BS/BA or equivalent combination of education and experience
- Four years of HR generalist experience
- Has comprehensive knowledge of federal and state employment laws and current human resources principles, practices, and trends, and can be a resource on these matters
- Demonstrated experience drafting and delivering performance feedback and information related to escalating performance improvement and disciplinary actions
- Excellent verbal and written communication skills with meticulous attention to detail
- 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 and ability to effectively communicate across functions
- Interest and ability to engage in ongoing education and certification programs to actively grow skillset
- 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
- Strong collaboration, interpersonal, problem-solving, and decision-making skills

Preferred

- 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
- Professional Human Resources (PHR) or Senior Professional in Human Resources (SPHR) Certification

Supervision Received

Receives direct supervision from the Director of Human Resources

Supervision Exercised

None

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 one day 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.