



MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

Functional Area:	Office of the Vice President for Finance, Controllership, Global Operations		
Job Title:	Program/Project Administrator	Position Title:	Global Operations Administrator
Reports to:	Global Financial and Accounting Operations Manager	Prepared On:	September 21, 2022 MIT Job # 21905
Salary Grade: 8	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 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 Global Operations Administrator supports the Global Operations team by providing business, financial, and operational administration to VPF and the Institute, especially in the area of global mobility. Duties include coordinating MIT’s global mobility review and assessment process, and managing external service providers from set-up, to ongoing operations, through wrap-up of foreign placements. This role will collaborate with central administrative units and MIT departments, labs, and centers to support MIT’s expanding global mobility footprint. The Global Operations Administrator will have a high level of MIT community interaction, and function as a professional administrator and representative of the VPF Global Operations team.

Principal Duties and Responsibilities (Essential Functions):

- Administers global mobility from placement request through implementation, including processing request forms and compiling data in internal databases, communicating with subject matter experts within MIT, and coordinating consistent and complete documentation to move requests forward as directed.
- Leads coordination and scheduling of global mobility assessment meetings, establishes the agenda, leads meetings, and maintains high-level documentation.
- Establishes timelines/action steps and works with others to meet objectives and deadlines. Works with team to determine objectives and success metrics.
- Represents Global Operations to internal departments, labs, centers, and external stakeholders including consultants, vendors, and international regulatory offices; collaborates with these stakeholders to ensure directives are achieved.
- Develops and manages relationships with external vendors to ensure they have the information required to complete work, are delivering timely placement services, and process invoices.
- Designs and develops global operations resources including internal databases in Excel, process and decision documentation, and drafts of policies and procedures.
- Identifies Global Operations process issues, develops recommendations for improvements, and assists in resolving such issues.

- Develops communication plans to share information with the community on questions related to global mobility and change management strategies as global mobility regulations and policies evolve over time.

Analysis & Reporting

- Compiles, reviews, and analyzes data to evaluate global mobility; determines and implements next steps to resolve issues
- Develops methods for collecting feedback and tracks key program/project metrics
- Maintains the team compliance calendar to ensure deadlines are met
- Provides administrative support for entities within the Global Operations portfolio including information gathering, presentation preparation, and related projects
- Determines and/or prepares required Global Operations documentation and reporting
- Provides documentation and/or report to internal and external stakeholders and responds to inquiries
- Performs other duties as assigned

Qualifications

Required:

- Bachelor's degree
- Minimum of three years of administrative, operations, and/or project/program management experience
- Strong analytical skills and ability to understand processes and procedures; ability to adapt to and support change; effective written and verbal communication – must have consistent, clear, concise, and articulate communication skills
- Ability to deliver exceptional support and customer service in a team-based environment; must be motivated, innovative, and have a proactive approach while working under minimal supervision
- Capacity to promote a team culture with shared goals and responsibilities, and leverage strengths, expertise, and diverse perspectives to maintain a high-performing team
- Ability to pay meticulous attention to detail and maintain a high level of confidentiality and capability to prioritize competing requirements and multiple deadlines

Preferred:

- Familiarity with global mobility issues such as international tax treaties, assessing permanent establishment risks, professional employer organization contracts, independent contractor classification, employment agreements, and similar global human resources-related issues
- Knowledge of higher education or non-profit business operations, especially organizations with overseas portfolios or subsidiaries
- Familiarity with MIT financial, administrative, and operational policies and procedures

Supervision Received

Reports to the Global Financial and Accounting Operations Manager

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 in the fall. As of September 2022, this position is designated as one that can be performed in a hybrid model of four days per week remote, 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 an 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.