## 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 Senior Global Operations Specialist supports the Global Operations team by providing experienced business, financial, and operational expertise to VPF and Institute leadership, especially in the area of global mobility. Duties include coordinating MIT’s International People Placement (IPP) process, and managing external service providers from setting up, to ongoing operations, through wrap-up of foreign placements. This role will collaborate with central administrative units and MIT departments, labs, and centers (DLCs) to support MIT’s expanding global mobility footprint. The Senior Global Operations Specialist is equivalent to a managerial role in terms of experience required, independence exercised, and high level of MIT community interaction, but functions as a seasoned independent individual contributor without direct reports.

## Principal Duties and Responsibilities (Essential Functions):

### Global Mobility (Primary)

- Serve as the primary point of contact and key liaison for the IPP team, responding to requests from DLCs on inquiries regarding work and hiring abroad
- Coordinate and manage the IPP process from beginning to end, including:
  - processing new request intakes and gathering additional information from requesting DLCs
  - reviewing and evaluating the feasibility of requests
  - presenting requests, analyses, and recommendations to the IPP team
  - leading IPP team discussion of requests when necessary
  - crafting guidance and decision correspondence to DLCs
  - requesting and securing necessary internal approvals for work abroad
  - initiating and managing third-party employers and/or global payroll organizations when setting up placements
  - facilitating onboarding of placements
  - following up on and facilitating updates to placements
• Managing termination and wrap-up of placements
• Monitor international people requests and placements on an individual and collective basis, track and report on requests throughout the IPP process, monitor and check in on existing placements with DLCs and central administrative teams, and organize and maintain all files and records throughout the lifecycle of international people requests and placements
• Collaborate closely with a diverse team of international experts from across the Institute including VPF HR/Payroll, Tax, Financial Accounting and Reporting, and Contracts teams, MIT Human Resources, Office of the General Counsel, Office of the Vice President for Research, Research Administrative Services, and the Office of the Associate Provost for International Activities to support MIT’s global mobility initiatives
• Be able to communicate complicated mobility advice and guidance for MIT’s international employment activity
• Support and guide MIT’s global mobility strategy to enable the Institute to plan for international growth, build an appropriate and scalable global administration infrastructure, implement thoughtful policies, processes, and best practices, and anticipate future needs as MIT expands its global footprint
• Manage and maintain relationships with external global payroll providers, professional employer organizations, and related business service providers

Other Global Operations (Secondary)

• Assist with managing the business, financial/accounting, and operational reporting and compliance requirements of MIT’s international activities, collaborations, foreign branches, and foreign subsidiaries
• Analyze local business, financial, and operational rules for countries where MIT has a presence or is considering establishing a presence to determine the potential impact on the Institute and develop related compliance mechanisms in support of MIT’s research, collaboration, and investment activities
• Assist with highly complex reporting, analysis, and control of accounting and financial functions for MIT global entities and collaborations, including audit and related compliance activities
• Research, analyze, implement, and maintain projects to further VPF’s financial capacity to support the Institute’s global activities
• Develop and deliver presentations and training to key stakeholders and the MIT community
• Document global operational guidance, policies, procedures, technical advice, opinions, and memoranda as necessary for the Institute’s internal files and external parties
• Lead special and ad-hoc projects reporting to senior leadership
• Other duties as assigned

Qualifications

Required:
• Bachelor’s degree in business or a related field
• At least seven years of experience in business operations, including demonstrated experience consulting on, developing, and managing global mobility programs and policies
• Strong leadership, analytical, problem solving, and organizational skills, with high attention to detail
• Able to use discretion, tact, and good judgment working with highly sensitive and confidential information
• Self-motivated and able to take ownership and manage issues, processes, and projects from start to completion
• Ability to manage multiple challenging projects simultaneously in a fast-paced setting with strict deadlines
• Ability to work across teams in a highly collaborative environment to build consensus and anticipate outcomes to drive processes forward
• Strong customer service focus with exceptional consultative, interpersonal, written, and verbal communication skills
• Flexibility and willingness to pitch in with the team to get the job done on all tasks, and to modify approach as required by the situation
• Fluency with Microsoft Office suite, Zoom, and Dropbox
Preferred:

- Master’s degree in a related field
- Proficient knowledge of global employment law, employment tax, payroll, or employee benefits
- Experience interpreting international tax treaties, assessing permanent establishment risks, setting up professional employer organization contracts, independent contractor classification, reviewing 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 August 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 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.