DIRECTOR OF HUMAN RESOURCES

The MIT Libraries are on an exciting journey of transformation, prioritizing a digital first, open scholarship agenda that accelerates the progress of science, promotes equity and inclusion across disciplines, and reduces the marginalization of scholars and scholarship from disadvantaged communities. We are exercising bold leadership in defining a model for research libraries in an unpredictable future.

If you are excited about participating in a cohesive leadership team that is implementing new approaches and systems with an equity lens in service to a great university, we’d be thrilled to talk with you. We strive to be a learning organization and to continually support growth and development of our talented staff and implement best practices in human resources structures and systems.

CORE RESPONSIBILITIES include:

Employee relations - 30%
- Manage employee relations’ issues in conjunction with HR staff and central HR officer.
- Serve as primary liaison with Labor Relations, Office of General Counsel, and Central HR in union negotiations and union relations.
- Provide broad support to the organization; ensure effective, relevant HR communication to meet organizational needs.
- Provide consultation, advice, and feedback to leadership and employees at all levels on a wide range of HR issues, with attention to diversity, equity, and inclusion.
- Manage expectation setting and performance management policies and practices.

MIT HR policy & procedure compliance - 30%
- Responsible for development and oversight of compliance policies for the Libraries and implementation of policy in line with MIT Libraries’ strategic objectives.
- Interpret policy and implement operational standards and practices to ensure equitable and appropriate outcomes.

Human resource program leadership - 20%
- Supervise and direct the work of staff who do the following:
  - Implement and support the Libraries’ talent management programs to hire, retain, develop, and reward staff.
  - Wage and salary administration & reporting.
  - Triage employee relations issues.
  - Implement processes and systems for HR management, including: compensation and classification, performance management, promotion and advancement, rewards and recognition, onboarding, conflict resolution and staff wellness.
  - Manage, track, and report decisions and information regarding staff employment.
  - Implement HR practices supporting the development of a more equitable culture and diverse workforce.

Advisor to Senior Leadership - 10%
- Serve as an integral part of Libraries’ administrative and senior leadership teams.
- With guidance from the Director of the Libraries, the Director of HR will work with Libraries’ leadership to develop programs and staffing which serve to build diversity, equity and inclusivity in the library staff and organizational culture.
Continuous improvement of HR programs and activities - 10%
- Develops appropriate measurements to describe, analyze, and monitor utilization of human resources within the Libraries.
- Initiates and coordinates process redesigns and improvements for Libraries’ HR programs, informed by ongoing assessment.
- Develops and executes comprehensive change management and communications strategies.
- Incorporate equity into HR practices and support the development of a more equitable culture and diverse workforce.

REQUIRED QUALIFICATIONS include:
- Bachelor’s Degree in a related field.
- Minimum of seven years of progressive HR experience or equivalent, including management experience.
- Ability to provide collaborative leadership and generate creative, effective solutions to complex problems.
- Advanced understanding and experience in addressing Equity, Diversity, Inclusion and Social Justice (EDISJ) and promoting an ethic of care in the workplace.
- Strong communication skills with particular ability to communicate openly and directly; active listening, facilitation, mediation, and productive conflict resolution skills are a must.
- Experience in the application of trends and best practices in HR and participation in related professional organizations.

PREFERRED QUALIFICATIONS:
- Experience with or demonstrated understanding of
  - Academic, research and/or library environments
  - Higher education experience preferably at MIT
  - Unionized environments
- Experience in the application of organizational development concepts to maximize the effectiveness of human resources throughout an organization.
- Master’s degree in related field or SHRM certification

BENEFITS AND SALARY:
$103,392 minimum salary. Actual salary commensurate with experience and qualifications. MIT offers excellent benefits including a choice of health and retirement plans, a dental plan, tuition assistance and a relocation allowance. The MIT Libraries afford a flexible and collegial working environment and foster professional growth of staff with management training and travel funding for professional meetings.

APPLICATION PROCESS:
Apply online at: http://careers.mit.edu; applications must include cover letter and resume. Priority will be given to applications received by July 31, 2020; position open until filled. MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates. Professionals who enthusiastically embrace the empathy, courage, self-reflection and respect of a multi-cultural, diverse and inclusive workplace, and who strive to incorporate those values in their work and interactions are encouraged to apply.

July 2020