



HR Generalist (AS)

**\*\*Two Year-Term Position\*\***

The MIT Libraries are seeking an enthusiastic HR Generalist to work closely with the Director of HR (or interim DHR) and the HR Team, to provide hands-on recruitment and hiring activities, employee relations related to recruitment and hiring, policy implementation, and training with an emphasis on supporting MIT Libraries' day-to-day human resources needs. This role will also provide interim support for a colleague on leave for several months. This position may be fully remote.

**Recruitment - 60%**

- Coordinates and executes cost-effective, full-cycle recruitment process with HR Assistant for outstanding Libraries hires as directed by the Libraries leadership
- Ensures employee job descriptions are current and appropriately classified and that compensation is fair and equitable

**Communications and Documentation - 20%**

- Ensures information flow to Libraries staff on recruitment and other HR activities.
- Composes written materials on a wide variety of matters, including material of a sensitive and confidential nature. May prepare materials for meetings and presentations.
- Maintains relationships with central MIT HR and payroll staff.
- Participates in key constituent meetings to ensure appropriate and responsive follow-up and accountability.
- Communicates progress towards goals to the Director of HR and key stakeholders on a regular basis.
- Triage questions from staff through the lib-HR email.
- Assists and advises managers and employees on employee relations issues, interpersonal issues, and people management responsibilities.

**Policy and Practice Implementation & Training - 10%**

- Coordinates the performance management processes.
- Acts as team member to design and implement training activities at the direction of the DHR or other teams.
- Review and forecast salary budget with Finance team.
- Ensure ongoing success of the employee rewards and recognition program; initiates and supports the annual staff appreciation breakfast.

**Analysis and Tracking - 10%**

- Reviews all HR transactions and ensures critical record-keeping, may create systems for tracking and reporting.
- Develops methods for collecting feedback and ensures tracking of program metrics and evaluations. Makes recommendations to integrate feedback and maintain systems.
- Coordinates activities and strategies to ensure established operations are effective and efficient.
- Serves as a resource regarding Libraries HR activities.

- Performs other related duties as required and deemed appropriate in support of Administrative Services Leadership (ASL) to accomplish assigned responsibilities and functions of the office.

## **QUALIFICATIONS:**

### **Required:**

- Bachelor's Degree with four years of HR generalist experience.
- In-depth knowledge of federal and state employment laws and current HR content, principles, practices, recruitment channels, and trends.
- Ability to effectively handle complex and sensitive employee relations issues.
- Outstanding verbal and written communication and presentation skills, and initiative.
- Demonstrated good judgment and confidentiality
- Demonstrated attention to detail and precision/accuracy in work.
- Ability to be a team player is essential.
- Ability to set priorities and work well with all levels of personnel. Ability to work effectively and efficiently under pressure while maintaining a high level of professionalism.
- Excellent interpersonal skills with ability to interact with diverse internal and external constituents

We expect the candidate to be stronger in some qualifications listed above than others; we are committed to helping our future colleague expand their skills, as well as learning from their areas of strength.

### **Preferred:**

- Internal MIT experience preferred.
- Experience with HR systems and data is preferred

**SALARY AND BENEFITS:** This job is a pay Grade 8 with the following range (min-mid-max):

67,080 88,910 110,740

Actual salary will depend on qualifications and experience. MIT offers excellent benefits including a choice of health and retirement plans, a dental plan, tuition assistance, and fully subsidized MBTA passes for local bus and subway service. Flexible work arrangements, including flex-time and flex-place, are considered for positions that meet established criteria. The MIT Libraries is a collegial and supportive working environment and fosters professional growth of staff with management training and travel funding for professional meetings

**APPLICATION PROCESS:** Apply online at: <https://hr.mit.edu/careers> applications must include cover letter and resume. Priority will be given to applications received by **November 12, 2021**; 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.

### **ABOUT THE MIT LIBRARIES:**

The MIT Libraries support teaching, learning, and research across the Institute, with millions of resources, deep expertise, and five campus locations where our community consumes and creates knowledge. Our organization is on an exciting journey of transformation, pursuing a digital-first model for research libraries and prioritizing an open scholarship agenda. We aim to exercise bold leadership in defining a model for research libraries in the future, with innovative spaces like the newly renovated Hayden Library and a focus on supporting data-intensive and computational research and learning.

We strive to do great things, powering the MIT community to solve complex problems in the service of humankind, and each member of our 146-person staff has a role to play in pursuing that vision. We're constantly adapting to the rhythms of a changing world, and we welcome candidates who can help us do that in thoughtful and strategic ways that center our mission and values.

MIT Libraries is an environment that welcomes any body, any mind — including all genders — and particularly encourages applications from underrepresented minorities, women, disabled applicants, and veterans. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multicultural, diverse, and inclusive workplace and who strive to incorporate those values in their work and interactions are encouraged to apply.