



Human Resources Generalist (Administrative Services)

INTERNAL POSTING

The MIT Libraries is seeking a dynamic and experienced HR Generalist to join our team. As an integral part of the HR department, the HR Generalist will work closely with the Director of HR and the HR Team to play a key role in supporting the human resources functions within the MIT Libraries. Human resources functions include recruitment; employee relations; employee engagement; policy implementation; training and development; HR project administration. This position offers a unique opportunity to contribute to the success of one of the world's leading academic libraries. Join us at the MIT Libraries and be part of a collaborative and innovative team dedicated to supporting the academic and research mission of MIT. If you are passionate about HR and eager to make a difference in a dynamic environment, we invite you to apply for the HR Generalist position today. This is a hybrid position.

OVERALL RESPONSIBILITIES:

- Manage recruitment and selection processes, including job postings, assist with candidate screening, interviewing, and onboarding of new employees.
- Assist in developing and implementing HR policies and procedures in compliance with relevant laws and regulations.
- Provide guidance and support to employees and managers on HR-related matters, including performance management, employee relations, and conflict resolution.
- Collaborate with cross-functional teams to drive HR projects and initiatives forward.
- Coordinate and conduct training and development initiatives to enhance employee skills and knowledge.
- Maintain accurate HR records and ensure data integrity.
- Support diversity, equity, and inclusion initiatives within the organization.
- Assist with managing effective communication between Library HR, Central HR and Labor Union. Play a pivotal role in harmonizing workplace relations in a unionized environment
- Stay current on HR trends and best practices to continuously improve HR processes and programs.

Essential Job Functions:

Employee Life Cycle Oversight (35%)

- Oversee HR transactions such as hires, transfers, leaves of absence, and salary changes. Collaborate with HR-Payroll on complex pay issues
- Advise on HR policies, procedures and best practices. Participate in the development and revision of policies and practices as needed.
- Advise managers and employees on employee relations issues, interpersonal issues, and people management responsibilities.
- Responsible for managing the performance review process for both exempt and non-exempt staff, including communicating the process, resolving questions, enforcing deadlines; compiling and submitting the salary data to central compensation.
- Oversee the librarian promotion process including communications, employee eligibility, and compiling documentation.

- Communicate extensively to both internal and external constituents on various issues such as HR policies and procedures including MIT Central HR service offerings
- Assist with rewards and recognition annual events including Libraries staff appreciation celebrations

Recruitment and Search Process (35%)

- Serve as ex officio member on search committees, advising hiring managers on best practices, unconscious bias and conducting applicant screening; respond to candidate queries as they arise
- Partner with managers to create and/or revise position descriptions.
- Liaise with central compensation on issues of job evaluations, classifications, compensation reviews and equitable salary offers.

Project Administration (20%)

- Lead and participate in HR projects such as: employee engagement surveys, process improvement projects, HR performance management enhancements; succession planning; HR onboarding and offboarding procedures; HR documentation guidelines

Analytics and HR Reporting (15%)

- Maintain complex HR Dashboard and analyze data such as turnover trends, recruitment analysis and diversity numbers for reports to several audiences including senior leadership team and Labor Relations to aid in union negotiations.
- Administer updates to HR database; review for data integrity and assists with providing meaningful information to libraries leadership.

REQUIREMENTS

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Minimum of 4 years of HR Generalist experience with a focus on recruitment, employee relations, and HR administration.
- Strong knowledge of HR laws, regulations, and best practices.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Excellent administrative and organizational skills, including ability to multi-task and manage competing priorities.
- Attention to detail and demonstrated ability to analyze and solve problems and to follow-through on tasks and projects.
- Proven experience managing HR projects from inception to completion.
- Ability to work independently and resourcefully with minimal supervision and with frequent interruptions.
- Proficiency in SAP and Microsoft Office Suite

We expect candidates 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

- Work experience in an academic environment
- MIT experience

SALARY AND BENEFITS

This job is a pay grade 8 with the following range:

\$71,175	\$95,188	\$119,200
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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 telecommuting, 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 via <http://careers.mit.edu/> Applications must include a cover letter and resume. Priority will be given to applications received by **April 30, 2024**; 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. Please reach out to lib-hr@mit.edu with any questions regarding this role.

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 154-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.

BACKGROUND CHECKS

Employment is contingent upon the completion of a satisfactory background check.

VISA SPONSORSHIP

MIT sponsors visas only for certain academic and research positions. MIT does not sponsor the following individuals for employment-based visas or for exchange visitor visas: students; technical, administrative, library, or support staff members; individuals with inadequate funding, insurance, or credentials; or those whose particular visa history precludes sponsorship.