DIRECTOR OF HUMAN RESOURCES

The MIT Libraries seek an experienced and dynamic Human Resources (HR) professional to direct a wide-range of human resource programs and activities for a service- and mission-driven organization comprised of approximately 170 highly engaged and deeply committed staff. The Director of Human Resources will oversee all aspects of HR for the Libraries, including recruitment and retention programs, wage and salary administration, and employee relations. The Director of HR will work with staff throughout the organization to plan, prioritize and act on numerous HR-related programs and initiatives, and to continuously improve their effectiveness in supporting the work of the Libraries’ operations and its staff.

CORE RESPONSIBILITIES include:

- Leading the Libraries’ talent management programs to hire, retain, develop, and reward staff.
- Proactive direction of HR programs, processes and systems for compensation and classification, performance management, promotion and advancement, rewards and recognition, onboarding, conflict resolution and staff wellness.
- Developing appropriate measurements to describe, analyze, and monitor utilization of human resources within the Libraries.
- Initiation and coordination of process redesigns and improvements for Libraries’ HR programs, informed by ongoing assessment.
- Participation on various MIT and Libraries groups.

The Director of HR provides broad support across the organization, actively communicating relevant HR information through multiple channels to meet organizational needs and providing consultation, advice and feedback to leadership and employees at all levels on a wide range of HR issues. They serve as a confidential resource in assisting all levels of employees in problem resolution.

The Director of HR is an integral part of Libraries’ administrative and leadership teams. They report to the Deputy Director, Administrative Services and will directly supervise the Libraries’ Human Resources staff. With guidance from the Director of the Libraries, the Director of HR will work creatively with Libraries’ leadership to develop a program and staffing which serves to build diversity, equity and inclusivity in the library staff and organizational culture.

REQUIRED QUALIFICATIONS include:

- Bachelor’s Degree in a related field.
- Minimum of seven years of progressive experience as a human resource generalist or equivalent.
- Ability to provide collaborative leadership and generate creative, effective solutions to complex problems.
• Experience in the application of organizational design concepts to maximize the effectiveness of human resources throughout an organization.
• 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.
• Demonstrated commitment and enthusiasm to address Equity, Diversity, Inclusion and Social Justice (EDISJ) and promote an ethic of care in the workplace.

PREFERRED QUALIFICATIONS:
• Experience in or demonstrated understanding of academic, research and/or library environments
• Experience in higher education
• MIT experience
• Master’s Degree in related field or SHRM certification
• Supervisory experience

SALARY AND BENEFITS:

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 June 11, 2018; 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.

May 2018