



MIT Position Description

Job Title: HR Generalist Mgmt 5	Position Title: Executive Director, Human Resources
Department: MIT Sloan/Admin Services	% Effort or Wkly Hrs: 100%
Reports to: Senior Associate Dean and Chief Administrator Officer	Pay Grade: 12

Position Overview:

The Executive Director of Human Resources is responsible for the development and execution of the human resource approach that supports the school's strategy and operations. They will be responsible for overseeing the human resources department and all of its functions and will provide strategic human resources consulting services in the areas of complex organizational design and development, change management, recruiting and onboarding, employee relations, compensation philosophy, training and organization development, faculty and research appointments, and operations. They will assist in the development and implementation of policies and procedures for accomplishing human resources goals and objectives. They will play a critical role in aligning people practices with the strategy of the school and operationalizing the culture and values of the organization. The Executive Director also works closely with MIT Human Resources and other senior HR leaders and administrators at other schools and affiliated organizations.

Principal Duties and Responsibilities (Essential Functions**):

- Establish and implement HR efforts that effectively communicate and support the school's mission and strategic vision.
- Develops and directs HR plans, strategies and guidelines to support the achievement of the overall business operations objectives.
- Function as a strategic business advisor to the executive/senior management of each functional unit or specialty group regarding key organizational and management issues.
- Work with the school's senior leadership team to establish and implement policies and practices for acquiring talent, designing individual and leadership development programs, applying compensation philosophy, enhancing rewards and recognition, and building organizational capability.
- Directs, manages and develops departmental HR staff. Is responsible for all aspects of managing staff including the performance management process and staff training needs.
- Collaborate with the office of equity and inclusion to establish and support a diverse community of faculty, staff, and students.
- Develops department goals, objectives and systems. Develops, implements, and evaluates policies and procedures in a highly decentralized university environment. Provides strategic direction to align human resource programs in support of the School's strategic initiatives and mission.
- Manages specific projects as determined in the annual HR operational plan and participates in functional and cross-functional initiatives.
- Ensures compliance with relevant laws and regulations and provides risk management oversight in assigned areas.



- Serves as advisor/consultant to deans, senior administrators and faculty and as a liaison to other MIT HR senior leaders and administrators
- Facilitates problem solving and maintains a high level of customer satisfaction across institutional constituencies.
- Assists executive management in the annual review, preparation and administration of wage and salary program and all workforce planning efforts to ensure operational efficiencies while retaining key talent.

Supervision Received: This position reports directly to the Senior Associate Dean and Chief Administrator Officer.

Supervision Exercised:

This position provides supervision for eight HR professionals currently with the added responsibility to adapt organization structure in the HR organization as needed. In addition this position is a key advisory to the Dean and the Dean's senior leadership team.

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in human resources, business administration, strategic management, or related field.
- 10 years of related experience.
- Well developed skills in motivating and managing teams
- Clear sense of institutional direction, and ability to hold self and staff accountable for delivering on organizational objectives
- Proven ability to work effectively and as a team player across and within a complex institution.
- Collaborative and consultative interpersonal work style with all institutional constituencies.
- Strong problem solving and solution finding orientation.
- Outstanding leadership and management skills.

PREFERRED EDUCATION AND EXPERIENCE:

- Experience in senior HR leadership for an organization of 500 or more employees.
- Masters Degree in organization development or a related field or an MBA.
- Higher Education experience a plus but not required.

Competencies: Lead; Manage; Engage; Contribute; Collaborate

*** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.*