



MIT Position Description

Job Title: HR Resources Administrator 2	Position Title: HR Administrator for Faculty Affairs, MIT Sloan
Reports to: Executive Director, HR	% Effort or Wkly Hrs: 100%
Department: MIT Sloan HR	Grade: 8

Position Overview:

The Human Resources (HR) Administrator for Faculty Affairs is responsible for providing HR advising and providing administrative services for Faculty and Sponsored Research Staff at MIT Sloan. The Administrator provides HR guidance in the areas of Faculty and Research Staff employment, recruitment and policy interpretation to the members of MIT Sloan. The role leads all Visa administration responsibilities managing all aspects of visa processing and compliance and ensuring that the school adheres to relevant immigration laws and regulations. The ideal candidate will have strong organizational skills, excellent communication abilities, and a thorough understanding of visa procedures. The role contributes to and leads projects and new initiatives related to faculty and research staff and also contributes to other HR team projects and initiatives.

Role eligible for hybrid schedule that aligns with department guidelines.

Principal Duties and Responsibilities (Essential Functions):** (include percentages to equal 100%)

Visa Administration (55%)

- Leads, manages and prepares all required materials for visa processing
- Principle liaison with the MIT International Scholar’s Office
- Regularly communicates progress and identifies potential issues before they arise
- Monitors and assesses workflows and engages team members to meet process deadlines
- Stay up-to-date with changes in immigration laws and regulations, and ensure school compliance
- Primary point of contact for all visa-related inquiries
- Prepare reports and presentations on visa-related metrics and trends for management review
- Assist in the onboarding process for international hires, providing guidance on visa requirements and timelines

Faculty Affairs (45%)

- Advises and provides guidance on issues related to faculty policy interpretation, procedures and administration
- Proactively identifies and communicates areas of risk or non-compliance to key stakeholders
- Applies all academic policies and resolves HR issues
- Monitors faculty compensation, administers the compensation evaluation process, coordinates annual survey
- Administers annual salary administration process for Faculty and Sponsored Research and Other Academic Staff
- Fully responsible for coordinating faculty affirmative action placement goals
- Administers all faculty, research, and visitor appointments and produces all official associated correspondence
- Processes and/or approves HR transactions such as hires, transfers, leaves of absence and salary changes. Works with HR-Payroll on complex pay issues.
- Ensures HR activities, faculty-related records and forms are in compliance with applicable laws or guidelines and performs audits.



Other Duties as assigned or required.

Supervision Received: Executive Director of HR

Supervision Exercised: n/a

Qualifications & Skills:

Required:

BS/BA degree, 4 years of HR or related experience

Proven experience in visa administration or immigration law, preferably in an academic setting. Strong understanding of visa categories, processes, and requirements for various countries. Understanding of cultural sensitivities and international business practices.

Outstanding relationship management, negotiation, and collaborative influencing skills.

Sensitivity to organizational dynamics and ability to collaborate with colleagues at all levels; discretion, good judgment, and ability to maintain confidentiality of highly sensitive information.

Great attention to detail and organization required.

Additional required skills include facilitation, active listening, project management, effective written and verbal communication.

Ability to work collaboratively within the HR team, and as well as with various MIT central offices.

Preferred:

Direct experience with academic affairs strongly preferred.

Competencies: Collaborate; Contributor; Engage; Manage; Lead

*** 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.*