Job Title: Human Resources Representative 3	**Position Title: Senior Human Resources and Faculty Affairs Representative**
Reports to: Manager of Human Resources and Faculty Affairs Administrator	**% Effort or Wkly Hrs: 40 hours/week**
Department: Mechanical Engineering	**Pay Grade: 6**

Position Overview:

The Human Resources Representative 3 performs complex and diverse duties and transactions in support of human resources activities in the MIT Department of Mechanical Engineering. Responds to general HR iniquires, assists in resolution of problems and concerns. Refers more complex inquiries to appropriate staff as needed. Sends emails or makes phone calls to gather information. This position reports to the Human Resources Administrator and the Faculty Affairs Administrator, providing high level support for a variety of Human Resources (HR) functions related to MIT policies and procedures, appointments, and payroll for faculty, staff, researchers, and visitors in the MIT Department of Mechanical Engineering.

Principal Duties and Responsibilities (Essential Functions)**:

General HR duties (~50% effort):

1. Responds to general HR inquiries requiring an in-depth understanding of MIT policies and procedures. Inquiries may be complex and require additional research. Takes ownership of inquiries by providing explanations and instructions. Ensures inquiries are addressed and resolved. Refers more complex inquiries to appropriate staff as needed.
2. Prepares, submits, and follows through on HR transactions and coordinates with payroll as needed.
3. Tracks and generates reports/spreadsheets in various HR subjects including expiring appointments, visas, SPOT awards, six month and annual reviews, vacation, open positions, and temporary employees. Recognize inconsistent data and follow-up to ensure completeness and accuracy. Identify trends and share with HR team.
4. Assist with activities related to recruitment, including preparing job requisitions and advertising, and using job posting and sourcing sites. Collect and prepare applicant disposition data on closed positions. Schedule interviews and greet candidates and administer candidate exercises. Conduct phone screenings and reference checks.
5. Review and approve weekly support staff payroll. Maintain awareness of pay policies and procedures and communicate with staff as needed.
6. Tracks vacation time reporting for various staff groups and send regular reminders to staff to submit time used.
7. Assist in the probationary period and annual performance management processes by collecting and maintaining documentation, sending notifications, etc.
8. Serve as a liaison to the HR-Payroll Service Center to resolve payroll issues
9. Create and maintain HR files, records, and databases following established practices. Ensure accuracy and confidentiality of records and files.

10. Assists in the coordination of visa applications. Serves as a backup point of contact for visa matters and attends informational meetings.
11. Coordinate and confirm that forms (for example, annual reviews, IPIA) are completed by staff members. Tracks missing forms, and communicate with employees, visitors, staff, and faculty to ensure submission.
12. Handle monthly SRS and administrative vacation reporting; update and maintain HR records and databases including employee files and IPIA forms.
13. Ensure smooth transition for new hires. Coordinate established onboarding process. Create employee files, send new hire letters and ensure any inquiries from new hires are addressed and resolved.
14. Drafts and/or edits HR correspondence and/or presentations.
15. Drafts and formats HR reports
16. Treats all work with confidentiality and discretion.
17. Other duties as assigned

Faculty Affairs duties (~25% effort)

1. Administrative support for faculty related meetings and events (faculty lunches, faculty retreats, faculty search committees, etc) including polls for meeting dates, reserving space, drafting and sending reminder emails, coordination of zoom interviews and on-campus candidate visits, attending meetings and taking notes as requested.
2. Partner with the Faculty Affairs Administrator to support the faculty annual review process by following up on missing reports and compiling materials for review by the Department Head.
3. Partner with the Faculty Affairs Administrator to support faculty promotion and tenure process including distributing reference letter requests and organizing documents as requested.
4. Work with the Faculty Affairs Administrator and other relevant stakeholders to maintain faculty files and records, preserving strict confidentiality and following clear protocols and best practices.
5. Other duties as assigned

Support for the Director of Administration and Finance (~25% effort)

- Administrative support for All Hands Day Staff Meetings, Ops Group meetings, and other key administrative events including polls for meeting dates, reserving space, drafting and sending reminder emails, managing any catering for the meetings. preparing required materials, attending high level meetings; records, interprets, drafts and distributes minutes.
- Administrative support with the Staff Awards process including creating nomination forms and award certificates.
- Administrative support for the Spot Award process including creating certificates, emailing award winners with gift options and purchasing gifts as requested.
- Design and administer surveys on behalf of the DAF and department. Compile information and prepare summaries and results.

- Schedule appointments and meetings; balance complex multiple calendars with competing priorities.
- Assists with staff and faculty events in collaboration with the Program Coordinator when back up support is required.
- May encounter sensitive data or information. Deal with confidential issues using discretion and judgment.
- Work with the DAF on other duties as assigned.

Supervision Received:

Reports to the Manager of Human Resources and the Faculty Affairs Administrator with a dotted line to the DAF. Will work under limited supervision.

Supervision Exercised:

No direct reports.

Qualifications & Skills:
High school diploma and a minimum of five years of human resources experience; excellent communication, customer service, organizational and interpersonal skills; ability to work independently as well as part of a team; ability to maintain confidentiality; high level of attention to detail; willingness to take initiative, research answers and resolve problems proactively; good judgment, flexibility, and ability to interact effectively with people from different backgrounds; proficiency in MS Office, and willingness to learn and use new cloud based software and AI tools. MIT experience preferred.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job 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.

For posting 250 words: (needs to be updated if posted)

Human Resources Representative 3, Department of Mechanical Engineering, to support HR and faculty affairs. Reporting to the Manager of Human Resources and Faculty Affairs Administrator, with a dotted line to the Director of Administration and Finance, the role requires professionalism, sound judgement and discretion.

Responsibilities include answering HR inquiries; processing appointments and transactions; coordinating payroll; maintaining confidential records; and tracking visas, appointments, reviews, vacation, and temporary staffing. The representative supports recruitment through job postings, candidate screening, and interviews; coordinates onboarding; assists with performance reviews; and

follows up on required forms to ensure accuracy and completion. The role reviews weekly support staff payroll and resolves issues with the HR-Payroll Service Center.

Faculty affairs duties include coordinating meetings, interviews, and candidate visits; supporting annual reviews and promotion and tenure processes; and maintaining faculty files. The representative also organizes departmental meetings and events, prepares minutes, supports staff recognition programs, administers surveys, summarizes results, and manages calendars.

Requirements:

A minimum of five years of human resources experience and a high school diploma; excellent communication, customer service, organizational and interpersonal skills; ability to work independently as well as part of a team; ability to maintain confidentiality; high level of attention to detail; willingness to take initiative, research answers and resolve problems proactively; good judgment, flexibility, and ability to interact effectively with people from different backgrounds; willingness to learn and use new software and AI tools. Bachelor's degree preferred.