

MIT Position Description

Job Title: Mgmt 2, HR Generalists	Position Title: Human Resources Business Partner
Pay Grade: 9	% Effort or Wkly Hrs: 100%
Department: VPR HQ	
Date: October 2026	

Position Overview

The Human Resources Business Partner in the Office of the Vice President for Research (OVPR) provides HR generalist consultation and operational support to OVPR administrative units and research-related organizations. The position manages a range of HR activities, including employee relations, compensation, recruitment, onboarding, HR transactions, performance management, and employee development. Working in partnership with OVPR leadership, managers, employees, and MIT Human Resources, the position applies established MIT policies and practices, supports workforce planning, and manages or contributes to designated HR programs, projects, and organizational initiatives in support of OVPR priorities.

Principal Duties and Responsibilities

HR Consultation and Support (40–50%)

- Provide HR consultation and guidance to OVPR units, managers, and employees on employee relations, compensation, performance management, HR policies, workplace issues, and other HR matters.
- Advise managers and employees on established MIT HR policies, procedures, and practices; assist with performance documentation, development planning, and routine employee-management matters; and escalate complex or sensitive issues to the Senior Director of HR and/or Central HR as appropriate.
- Partner with the Compensation Office on job description reviews, position classifications, salary recommendations, and market or equity reviews.
- Review and process HR transactions and documentation related to hires, transfers, promotions, leaves, and salary changes, ensuring accuracy and compliance with MIT policies and applicable requirements.
- Support the Performance Management and Annual Salary Review processes and other recurring HR programs.

Recruitment, Onboarding, and Workforce Planning (30–40%)

- Partner with hiring managers and Central HR throughout full-cycle recruitment, including understanding position requirements, drafting and obtaining approval for positions, posting

jobs, screening candidates, coordinating and conducting interviews, checking references, developing salary recommendations, and extending offers.

- Coordinate effective onboarding and support offboarding processes, including conducting or coordinating exit interviews as appropriate.
- Partner with managers and OVPR leadership on routine workforce planning, staffing needs, and organizational priorities, including succession planning as appropriate.
- Assist with monitoring staffing levels, salary budgets, and other workforce information to support planning and decision-making.

Special Projects and HR Programs (10–20%)

- Manage or lead assigned HR programs, projects, or functions and contribute to implementation of HR policies, programs, and process improvements across OVPR areas.
- Compile and analyze HR information and reports, identify trends and issues, and communicate findings to the Senior Director of HR and leadership.
- Support Rewards and Recognition activities, including annual and spot recognition programs, employee engagement initiatives, and planning and implementation of employee events and related programs.
- Develop and deliver HR-related information or training as appropriate; support organizational change initiatives, including communications and implementation.
- Participate in MIT, OVPR, and departmental committees and projects as assigned, and perform other duties in support of OVPR's operational and HR objectives.

Supervision Received

Reports to the Senior Director of Human Resources and Administration.

Supervision Exercised

May supervise administrative or support staff and/or manage designated HR programs, projects, or functions.

Qualifications

Education and Experience

- Bachelor's degree is required.
 - Four years of related HR experience required.
 - Strong knowledge of HR policies, practices, and processes, with the ability to interpret policies and determine appropriate courses of action using established practices and precedents.
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- Strong interpersonal, consultation, written, and verbal communication skills, with the ability to work effectively with managers, employees, and colleagues at varying organizational levels.
- Strong analytical and organizational skills; ability to manage multiple priorities, exercise sound judgment, and maintain confidentiality when handling sensitive HR matters.
- Ability to work collaboratively with Central HR and other MIT administrative partners.

Preferred

- Experience in higher education, research, or a complex organizational environment.
- Experience managing or leading HR projects, programs, or functions.
- PHR, SPHR, SHRM-CP, or SHRM-SCP certification.