

JOB DESCRIPTION

Job Title: Recruitment Operations Manager – Please add a cover letter

Job Code: 000659

Salary Plan: exempt

Lab: Administration

Direct Supervisor: Goodridge, Delita

Employing Hospital and Department:

Ragon Institute of MGH, MIT, and Harvard

Minimum degree and field of knowledge: BS/BA

Years experience required: 5+ years of progressive relevant experience; HR experience strongly preferred, specifically recruiting and sourcing

Reporting to the Director, the Manager supports the HR daily operations for the Institute, especially at this crucial time when the department prepares to double in size, support an expanded number of new researchers, collaborations and projects and acquire a new space. Currently, the Institute consists of ~250+ staff including our non-employee population.

This is an exciting role administering and supporting recruitment, managing immigration processes, timekeeping oversight for the Institute, personnel data management and special projects as needed. The Institute consists of 10+ labs and includes all types of hires - appointed personnel, weekly-paid/monthly-paid personnel, lab positions and administrative/operation positions. This is a critical role which will interact with faculty, leadership and all staff at the Institute.

The key areas of responsibility are listed below with more detail:

HR Operations/Recruitment:

- Lead and manage the recruiting activities for the Institute (10+ labs/cores)
 - Help to craft job descriptions; post jobs online and other media platforms
 - Phone screen candidates when needed
 - Process all new hires into the department- weekly-paid, monthly-paid and oversee processing of our Ragon summer program students
 - Process appointment paperwork for all post docs, junior and senior faculty (including Associate members); and appointed non-employees
 - Manage the visa procurement (H1B; J; OPT) process for those candidates needing sponsorship; and connect with staff as needed re: onboarding non employee visa holders

- Schedule new hires for Ragon orientation
- Outreach and sourcing- Utilize sourcing strategies to conduct outreach and find qualified candidates
 - Work collaboratively with hiring managers to decipher and understand what the job need is
 - Liaise w/schools, agencies, LinkedIn, social media and online communities to secure qualified candidates
 - Will be required to develop strong connections/alliances with colleges; attend campus recruitment/career events (and other recruitment events in the community) to attract qualified candidates
 - Develop creative strategies to network and recruit for open positions
- Liaise with external parties (MGH et al) for resources, guidance, tools as needed
- Responsible for personnel data management and reporting- updating and maintaining our HR web application with employee confidential information; create concise reports as needed for review by the Director and leadership. Ensuring information is always up to date.
- Manage the annual review cycles of all employees for staff and post docs including salary increases and promotions; oversee the processing of reappointment paperwork for faculty and post docs
- Oversee timekeeping weekly for 100+ staff; working with the Operations Coordinator to ensure that everything is running smoothly
- Process the monthly pager duty bonus for coverage for employees and non-employees
- Assume the responsibility of key giver for the department
- Will be first point of contact for general employee/manager inquiries
- Will meet regularly with the Director with status updates and feedback
- Provide back up coverage for the Operations Coordinator
- Attend meetings as required
- Assume other operational/administrative duties as needed

Special Projects:

- May be asked to provide project support to the Director on initiatives that are HR related/employee related
- Other duties as assigned

Qualifications:

- BS/BA required
- 5+ years of progressive relevant experience; HR experience strongly preferred, specifically recruiting and sourcing
- Project management experience preferred
- Ability to communicate (written & verbal) clearly and concisely across all levels of staff- peers, employees and management
- Excellent interpersonal skills as this role is central to the Institute
- Must have exceptional organizational skills- keeping within tight deadlines across a matrixed organization; and managing multiple hires at simultaneously
- Ability to maintain diplomacy, confidentiality as much of the information is sensitive
- Proficient computer skills including Microsoft Word, Excel, Outlook
- Possess active listening skills and patience dealing with different types of personalities and backgrounds
- Ability to make decisions quickly and independently
- Must be comfortable in an environment that is ever-changing environment and fast paced

EEO Statement Massachusetts General Hospital is an Equal Opportunity Employer. *By embracing diverse skills, perspectives and ideas, we choose to lead. Applications from protected veterans and individuals with disabilities are strongly encouraged*

The above job description details the major duties and qualifications of the listed position. The employee hired to this position confirms that he/she is able to perform all duties outlined. Although the specific duties and responsibilities of this position may vary slightly, the supervisor of this position will ensure that the employee hired to this position is trained and qualified to complete each task assigned. If the duties or responsibilities of this position need to change significantly, then the supervisor must submit an updated job description to the Office Manager for review.

Approved by (Print Name)

Signature

Date

Supervisor (Print Name)
Date

Signature

New Hire Employee (Print Name)

Signature

Date

