

MIT Job Description

Job Title: Mgmt 4, Admin & Operations, Acad	Position Title: Director, Administration and Finance
Reports to: Professor Keeril Makan	% Effort: 100%
Department: Music and Theater Arts	Prepared by: Erminia Piccinonno
School: SHASS	Date: August 14, 2023
Pay Grade: 11	Hiring Range: \$112,980 - \$151,080

Position Overview:

Director of Administration and Finance, Music and Theater Arts Section (MTA), To serve as senior operations administrator for a complex section. Leads operations for MTA and oversees the administrative and financial operations including human resources, faculty affairs administration, finance, research administration, undergraduate and graduate affairs, events planning, communications, building operations and space planning. Will work closely with Head and provide counsel and comprehensive support to faculty and staff. Ensures work is carried out properly by all staff and is at the level required for the section to achieve its goals and responsibilities. Information source, lead communicator and liaison with the Head and other relevant offices and individuals about operational and functional needs, challenges, changes, and success.

Principal Duties and Responsibilities:

- Identifies and seek solutions for problems on all administrative matters and when appropriate bring to attention of Head.
- Keeps Head apprised of existing and emerging issues.
- Develops reports for annual budget process, strategic and operational plans, annual president's report, outside professional activities report, and other reports as required.
- Maintains statistical data for financial, development, and strategic planning.
- Monitors all faculty and instructional staff promotions, appointments, leaves, and retirements.
- In collaboration with the Head, sets the financial strategy for the section, supporting long-term goals.
- Develops, submits, and oversees the annual operating budget and financial projections and advise on financial issues.
- Oversees all aspects of both pre and post award administration of all research, discretionary and Institute funding.
- Provides high-level strategic vision and an actionable plan to the Head, regarding administrative and support staffing; over sees development of the team to ensure staff can perform in their roles at the level expected and the section is staffed appropriately to achieve its mission and goals.
- Interviews, hires, trains, supervises, and manages support and administrative staff.

- Coordinates faculty and instructional staff search process including processing paperwork associated with all stages of the search, assist new hires with relocation and provide orientation to new hires.
- Acts as a resource to the Head and Undergraduate Administrative Assistant on issues associated with undergraduate and graduate academic programs.
- Consults with appropriate staff in the Dean's office, e.g., Assistant Dean for Resource Development, Assistant Dean for Finance and Administration, Assistant Dean for Human Resources and Senior Financial Officer, on any issues relating to their respected areas.
- Provides effective communication across many levels of the program, the Institute, and alumni.
- Coordinates building repair and maintenance, process and oversee space changes, conduct annual space audit, and maintain space accounting.
- Meets regularly with administrative and technical staff, both individually and as a team to collaborate on problem solving and goal setting. Is adept at carrying out all staff job responsibilities so can complete their tasks in their absence. Other duties as directed.
- Performs other duties as assigned.

Supervision Received:

The individual will work for the Head with indirect supervision from staff in the Dean's office.

Supervision Exercised:

The individual will direct the work of support and administrative staff and students in the Section.

Contacts Required to Perform Duties

Within the section the individual will work closely with faculty, students and staff. At MIT, s/he will work closely with the Central Accounting Office, Human Resources Department, Treasurer's Office, Payroll, staff in affiliated Labs and Centers, and other administrators in similar positions at the Institute. Outside of MIT, s/he will work closely with donors, vendors, fellowship and funding agencies, and counterparts at other universities.

Qualifications & Skills:

A bachelor's degree and seven years' experience in all aspects of university administration experience in a management role; and excellent analytical, financial, and writing skills. Outstanding supervisory, interpersonal, and communication skills essential. Demonstrated organizational skills, good judgment, tact, discretion, and ability to handle sensitive and confidential matters and manage changing and conflicting priorities required. Must possess advanced knowledge of databases, spreadsheets, and accounting principles.

Preferred Experience:

MIT experience strongly preferred including proficiency with MIT financial, human resources, and operational systems such as SAP, COEUS, COGNOS, NIMBUS. A thorough knowledge of performing arts (music, theater, and/or dance) preferred