
MIT Job Description

Job Title: Director of Administration and Finance	Position Title: DAF, CIS
Reports to: Director	% Effort: 100%
Department: Center for International Scholars	Updated by: April Julich Perez
Date: 10/16/2023	Grade 10 – hiring range \$100k - \$125k

Position Overview:

Manage administration and finance for CIS, providing oversight for human resources, finance, pre and post award administration of sponsored programs, IT, facilities, space planning, and other functions. Represent the Center on administrative matters.

Principal Duties and Responsibilities:

General 5%

- Advise and assist all Center staff, faculty, and students, as applicable, in matters relating to accounting, purchasing, personnel, and general administration. Identify administrative problems and deficiencies and implement solutions.
- Interpret Institute and organizational policies for staff and faculty and assist in the formulation of Center HR policies.
- Act as key administrative liaison between the Center and all levels of Institute staff, faculty, students and/or outside agencies and organizations.
- Serve on committees or attend meetings as Center representative as needed or requested.

Sponsored Programs 10%

- Work directly with appropriate staff members in the development of grant and/or contract proposals. Develop proposal budget for review and approval by principal investigator; enter proposal budget and narrative into COEUS, monitor approval process; interact with staff of the Office of Sponsored Programs about any issues arising from current or proposed programs; monitor expenditures against approved budget; and close out expired projects in a timely manner.
- Provide PI's with interim and final financial reports, as needed. Interact with sponsors as needed to address issues.
- Develop and help execute comprehensive change management and communications strategies as needed.

Financial 50%

- Provide financial reports and forecasts to Center Director, Deputy Director, PI's, and SSP Faculty Director.. Alert directors to financial issues related to current expenses and revenues, or forecasted expenses and revenues, on a timely basis.

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- Prepare text and financial information for annual budget submission. Attend annual budget meeting.
 - Oversee the quarterly payroll certification process. Provide reminders to certifiers as needed to get all accounts certified by deadline.
 - Review allocation of salary charges to Center accounts on a monthly basis. Ensure that Center dollars are used most efficiently and make recommendations to Director or program managers as needed.
 - On a quarterly basis, review financial review and control procedures to ascertain accuracy and timeliness of staff work. Ensure that all accounts are ready for audit. Take any action required for inappropriate transactions, transactions with insufficient backup documentation, or inadequate review and control procedures.
 - Be the point of contact for periodic audits by MIT Audit Department.
 - Obtain new accounts as needed for programs. Close out terminated accounts on a timely basis.
 - Distribute revenue sharing points to faculty and staff each year.
 - Assist staff with the use of SAP. Create reports in IBM Cognos as needed by programs. Interact with personnel in Information Systems to ensure that our reporting needs are covered when systems change.
 - Assist with the development of and staff use of budgeting tools (in Airtable) to be used by Country and Area Programs for real-time assessment of programmatic resources.
 - Ensure that operational funds are being used most efficiently and that all funds are used for purpose intended.

Personnel/Salaries 30%

- Review job descriptions on a regular basis. When staff leave, work on updating job descriptions to current needs of organization, determine an advertising strategy for new hire that is both consistent with affirmative action goals and is cost-effective. Do initial interviews and provide hiring managers with a pool of qualified and diverse candidates (if requested). Speak to hiring managers about affirmative action goals. Once a candidate has been chosen, interact with the Compensation Office and HR to get a salary offer approved. Create appointment for new employee.
- Work toward conformance with Affirmative Action programs.
- Work with managers and central HR personnel as needed to resolve supervision or performance issues.
- Maintain personnel folders for all staff. Discard old folders when allowable by MIT record-keeping rules.
- Coordinate annual merit increases. Work with managers to see that all employees are reviewed each year.
- Review salary levels of staff with managers on a regular basis. When appropriate, make requests of the Compensation Office to review salary levels.

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- Coordinate salary adjustments, promotions and terminations and coordinate with Personnel Office.
 - Interact with visitors to Center programs. Obtain appropriate visas, as needed. Invoice visitors for visitor fees. Check in with visitors on a regular basis to be sure that they have all the resources they need. Create visitor appointments. Interact with the International Scholars Office on all matters related to visas. Interact with the International Student Office as needed for HQ-related visiting students.

Supervision 5%

- Schedule, assign and monitor work of financial assistant, systems administrator, and other administrative assistants.
- Assign office space. Make office changes as needed to support new programs. Renovate offices when required to suit them for new uses. Plan for future space needs.
- Oversee off-site storage of documents (WW15).
- Purchase new furniture for HQ areas, as needed.
- Develop methods for collecting feedback and ensure tracking of key metrics.

Other (as needed)

- Perform or manage special projects or tasks as assigned by Center Director, Deputy Director, or Assistant Dean.

Supervised work of others:

- Obtain new phones as needed, and address any issues with phone system.
- Serve as principal contact point for East Zone Repair and Maintenance head and Custodial supervisor. Coordinate or manage all departmental physical plant matters, such as space changes, renovations, layouts, changes or electrical equipment and telephones, air conditioning, etc.
- Oversee pest control process.
- Coordinate Center's organizational listing in MIT's on-line directory and course catalog text.

Supervision Received:

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

Supervision Exercised:

The individual will direct the work of the financial assistant, systems administrator and other administrative assistants.

Qualifications and Skills:

A bachelor's degree and five years experience in all aspects of university administration in a management role; excellent analytical, financial, supervisory, organizational, interpersonal, and oral and written communication skills; good judgment, tact, discretion with sensitive and confidential matters; ability to manage changing and conflicting priorities required. Must possess advanced knowledge of databases, spreadsheets, and accounting principles. MIT experience strongly preferred. Knowledge of MIT's financial, human resources, and operational systems highly desirable.

Job Posting

DIRECTOR OF ADMINISTRATION AND FINANCE, Center for International Studies (CIS), to manage and oversee all financial, human resources and administrative operations which requires communicating effectively across all levels of the Center and acting as liaison with numerous central Institute offices. Duties include working with Center leadership on the yearly budgeting and planning process, coordinating grant applications, monitoring funded projects, overseeing the monitoring of all cost objects, and preparing budget projections; overseeing HR functions, i.e., policy interpretation/administration, job classification, salary reviews, rewards and recognition programs, staff development, recruitment, and onboarding; overseeing software, hardware and other equipment purchases as well as day-to-day facilities, issues, including space maintenance.

Requirements: A bachelor's degree and five years experience in all aspects of university administration in a management role; excellent analytical, financial, supervisory, organizational, interpersonal, and oral and written communication skills; good judgment, tact, discretion with sensitive and confidential matters; ability to manage changing and conflicting priorities required. Must possess advanced knowledge of databases, spreadsheets, and accounting principles. MIT experience strongly preferred. Knowledge of MIT's financial, human resources, and operational systems highly desirable.