HR Operations Manager

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Massachusetts Institute of Technology
in Cambridge, MA

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Type: Full-Time
Salary: $105,000 - $138,700 per year
Category: Human Resources

Job Number: 25189

Functional Area: Human Resources

Department: MIT Sloan Human Resources

School Area: Sloan School of Management

Pay Range Minimum: $105,000

Pay Range Maximum: $138,700

Employment Type: Full-time (Hybrid)

Employment Category: Exempt

Visa Sponsorship Available: No

Schedule:

Pay Grade: 10

Posting Description

HR OPERATIONS MANAGER, *Sloan Human Resources*, designs, implements, and maintains scalable processes to optimize core Sloan HR operations such as onboarding, offboarding, promotions and employment lifecycle events; manages the Performance Management and Annual Salary Review (ASR) processes in partnership with MIT Sloan HR Business Partners; represents Sloan during the planning, coordination, and integration of the new ERP system; leads school wide initiatives and projects including HR transformation work, digital automation including generative AI, and HR system design work and implementations; leads the development and implementation of a data-driven HR strategy, leveraging key metrics and analytics to inform decision-making, identify trends, and drive continuous improvement across the organization; mentors and trains team members to support adoption of new tools and technologies; develops and manages operating budgets, ensuring alignment with departmental and institute objectives while maintaining fiscal accountability; interprets and advises on complex HR issues, including policies and procedures; and collaborates on strategic change efforts and communications.

A full job description is available at https://web.mit.edu/sloan-hr/jobs/HROperationsManager.pdf

Job Requirements

REQUIRED: Bachelor's degree; a minimum of five years of Human Resources or Operations Management experience; a consultative approach to systems users' proven communication skills to bridge technical information to non-technical users; experience with and deep curiosity around data analytics and visualization; experience with and deep curiosity around data analytics and visualization, including data visualization tools (ie: Tableau, Power BI), advanced proficiency in Microsoft Excel, including pivot tables, VLOOKUP (and related functions), and building models for analysis and decision support; and experience working with Service Management systems (Service Now preferred). *PREFERRED*: Two years of experience within an HR Operations or HRIS role.

9/11/2025
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