

ASSISTANT DIRECTOR OF ADMINISTRATION

OVERVIEW

Harvard University's [Opportunity Insights](#) (OI), is seeking an experienced administrator to serve as its **Assistant Director of Administration**. The Assistant Director of Administration will report to members of the senior leadership team and will play a critical role in leading Opportunity Insights' administrative, operational, and human resources functions as well as serving a primary liaison to other Harvard offices including Human Resources, Office of Sponsored Research, and Information Technology. This position will oversee facilities, leadership team administrative support, events, Admin IT Projects, hiring and recruitment (academic and staff roles), and human resources administration. This is a vital role on the Opportunity Insights' management team and will play an important part in furthering Opportunity Insights' mission and impact to use big data and rigorous scientific research to address economic mobility and inequality.

Opportunity Insights is a nonpartisan research and policy institute focused on improving economic opportunity. Founded in 2018, Opportunity Insight has become a nationally- and internationally-recognized leader in the science of economic mobility and in the use of large administrative data to understand and address inequality. Opportunity Insights has published seminal work on national trends in upward mobility, racial disparities, the role of neighborhoods and higher education in upward mobility, and most recently, the use of private-sector data to understand disparate impacts in the current economic recession and recovery. To complement this research, Opportunity Insights has developed data resources including the [Opportunity Atlas](#) and the [Economic Tracker](#) to support evidence-based policy and practice.

RESPONSIBILITIES

General Operations Management:

- Oversees management of facilities, office planning, IT and data systems, office management, and other operational resources. Works with leadership team to plan for future needs.
- Oversees visitor logistics for visiting faculty, funders, external speakers, policy partners, and VIP visitors.
- Ensures high-quality execution of hosting events for Opportunity Insights, both virtually and in person.
- Develops strategies and supports to create and maintain an environment conducive to collaboration, execution of work, and collegiality for staff, fellows, faculty, and graduate student affiliates.



Administrative Team Management:

- Supervises team of administrative assistants for leadership team and coordinators to establish clear roles for each operational activity, ensure accountability for on-time and high-quality completion, and execute the management team's priorities.
- Represents administrative team needs in decision-making at the management level.

Human Resources:

- Supports the Executive Director and other members of the leadership team in the development of a staffing plan and oversees the HR function for the Institute including onboarding, employee relations support, employee recognition, and training and development.
- Serves as a primary source of staffing policy information for faculty and staff, and collaborates with other Management staff to ensure information is clearly conveyed to all OI staff. Maintains up-to-date knowledge of FAS, Faculty Affairs, and other relevant University policies and ensures OI administrative procedures are aligned.
- Leads hiring and recruitment processes for staff for the Institute. Manages all staff appointments and supports management team and staff in maintaining job descriptions. Navigates execution of consulting or staffing service agreements.
- Develops and executes performance management and goal setting processes for the organization.
- Develops and works with other OI staff to implement community-building activities for OI, including diversity, inclusion, and belonging efforts to build and support diverse teams.

Special Projects:

- Handles special projects for the Executive Director and Faculty Directors as assigned to support cross-team collaboration and organizational development.
- May provide additional support to the Executive Director and Research Administration team on the processing of service contracts and data use agreements.
- May represent OI in FAS-wide, HUCTION, or other internal university meetings.

REQUIREMENTS

BASIC QUALIFICATIONS

- Minimum of 4 years of progressively responsible, adaptive management and supervisory experience. Minimum of 2 years of experience implementing human resources functions such as recruitment, performance management, and compliance.
- Knowledge of the academic environment and appreciation for the roles of faculty, research staff, and operational staff preferred.

ADDITIONAL QUALIFICATIONS AND SKILLS

Must be a professional, proactive, creative, collaborative, and conscientious individual. Should have ability to think strategically and conceptually, and ability to work collaboratively across all levels of an organization. Must lead by example, setting a tone of transparency, integrity, and service; generate positive energy in the organization. Additional qualification include:

- Strong independent decision-making and consensus building skills; sound judgment and diplomacy; proven capacity to work independently and as a team leader.
- Highly organized, detail-oriented, and have strong interpersonal and communication skills. Ability to establish and promote good working relationships with colleagues, faculty, administrators, students, and vendors, and to handle confidential materials with discretion.
- Flexibility and the ability to handle multiple tasks accurately under deadline pressure.
- Proven ability working in a complex organization, develop streamlined and innovative process improvements and make informed decisions in the context of strategic organizational goals and policies.

LOCATION

- Cambridge, MA

COMMITMENT TO EQUITY, DIVERSITY, INCLUSION, AND BELONGING

Harvard University views equity, diversity, inclusion, and belonging as the pathway to achieving inclusive excellence and fostering a campus culture where everyone can thrive. We strive to create a community that draws upon the widest possible pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values.

HOW TO APPLY

Please apply through [Harvard's online portal](#).

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.