

MIT Job Description

Job Title: MITIMCo HR Associate	Position Title: Recruiter
Reports to: Director, Human Resources	% Effort or Wkly Hrs: 100%
Department: MITIMCo	Prepared by: Shannon Ciempa
Date: 1/22/2026	

Position Overview:

The Recruiter will partner with the Director of Human Resources to lead a high-quality recruitment process including the sourcing, hiring, and onboarding of all new employees. In this role, the Recruiter will support ensuring a welcoming environment for new employees and maintain practices that uphold MITIMCo cultural values while attracting talent that will support MITIMCo's mission. The Recruiter will also partner with MITIMCo staff and external stakeholders to ensure compliance with applicable local, state, and federal laws and regulations. The ideal candidate for this role is eager to develop a career in HR, is an exceptionally detail-oriented multi-tasker with a strong customer service orientation and thrives in a fast-paced environment.

Principal Duties and Responsibilities (Essential Functions):

- Responsible for full-cycle sourcing, hiring, and onboarding of MITIMCo employees, contractors, temps, and interns.
- Receive and screen resumes; conduct phone screens; make recommendations on candidates to be interviewed; participate in the interview process; conduct reference checks; manage offer documentation; ensure salary offers are commensurate with candidate experience, consistent with hiring guidelines, and internal equity.
- Engage with and influence internal stakeholders to manage the recruiting process including hiring panels, hiring managers and leadership teams to ensure positive candidate experience and fair and effective practices.
- Identify and implement strategies to attract high quality talent while ensuring a process that is fair and inclusive. This includes leveraging tools such as LinkedIn, college boards, job boards and relationships with strategic partners to source a qualified and diverse talent pool.
- Maintain organized workflows and documentation and regularly communicate updates to internal stakeholders and candidates.
- Act as the primary liaison to staffing agencies, including negotiating fee structures.
- Lead the onboarding program for new hires, contractors, and temporary staff, including new hire actions via MIT HRIS, coordinating new hire orientation and scheduling, and ensuring onboarding best practices and established processes are being followed.
- Lead the offboarding process for employees, contractors, and temporary staff leaving MITIMCo, including processing actions in MIT HRIS, coordinating deactivation of IT accounts and systems, conducting exit interviews, and ensuring best practices are being followed.
- Establish and maintain best practices related to the analysis of recruiting metrics and assessing the impact of recruiting initiatives.

- Support Human Resources team with completing employment verifications and transactions, coordinating office events and other ad hoc projects related to MITIMCo's mission.

Supervision Received:

- Will report to Director, Human Resources

Qualifications* & Skills:**

- 3+ years of human resources or related experience required, recruitment experience and Bachelor's degree preferred.
- Strong computer skills, specifically with Microsoft Office Suite: (Word, Excel, Outlook and PowerPoint).
- Exceptional interpersonal and communication skills (verbal & written).
- Demonstrated experience handling highly sensitive and confidential matters discreetly and using appropriate judgment.
- Highly effective collaboration skills and a strong orientation to working in a team environment.
- Demonstrated ability to lead and deliver projects within a defined timeframe and manage competing short- and long-term goals and projects.
- Ability to resolve complex problems in a thorough and timely manner determining the appropriate course of action with minimal supervision.
- Proven ability to interface with all levels of staff through executive management.
- Thrives when having to multi-task and offers flexibility to accommodate changing priorities.
- Ability to proactively suggest changes and refinements to improve overall effectiveness of the team; demonstrates follow-through on enhancements and suggestions.

*Please note that MIT does not provide visa sponsorship for technical, administrative, or library full-time or part-time regular positions. Additionally, MIT does not provide visa sponsorship to recent graduates and practicing professionals for internship training, practical experience, or other non-teaching, nonresearch affiliations.

**Employment is contingent upon the completion of a satisfactory background check.