Director of Administration REQ173805

Job Description:

The Director of Administration, with the Chief of Staff and Director of Finance, serves as a key member of the Watson Institute Director's Leadership Team. The Director of Administration is responsible for the planning, management, and execution of the Institute's administrative operations. The Director of Administration serves as HR liaison for a growing community of more than 70 staff and faculty, oversees faculty appointments and support, manages the operation of three buildings, and directly supervises 2 staff members who support the faculty appointments process and facilities operations. The position also oversees 4-6 program managers for various research centers within Watson, providing guidance on policies, staffing, space, and related issues. The position works closely with the Chief of Staff and Director of Finance in advising the Watson Director on all strategic priorities. The Director of Administration reports to the Watson Director.

Major Responsibilities:

1. Oversight and management of administrative operations

Supporting Actions: Exercises general oversight, management and development of administrative operations, policies, practices and systems; serves as the liaison between the Institute and other departments responsible for implementing University-wide policies, procedures and services (e.g. Dean of the Faculty, Human Resources). Directly manages two HR and operations staff, and oversees four-six full-time staff who work for research centers across Watson. In collaboration with an administrative staff member, oversees and manages a high performance, customer centric front desk operation and on-boarding process. Ensures that Watson faculty and Watson center and program directors receive the necessary support. Oversees administrative support for faculty. Manages facilities and coordinates the facility needs of Watson with all related units across the University (including Facilities Management, BPS, EHS, Insurance and Risk, Purchasing and others). Evaluates, schedules, and plans for both interior and exterior work to be done on facilities over both the short and long-term. Oversees telecommunication services (data and telephone). Manages space allocation and room usage within Watson and across Watson programs and centers.

2. Management of Human Resources

Supporting Actions:

Anticipates needs of core staff units to ensure that all efforts are integrated toward achievement of Institute objectives; reviews, in collaboration with the Watson Director and Chief of Staff, organization and staffing plans to ensure that they are consistent with and adequate for achieving the goals of the Institute; works with staff to develop goals and complete performance evaluations; collaborates on merit increase decisions; recommends training and professional development for administrative support staff; and identifies areas where service can be enhanced or improved; works with supervisors to resolve work related issues. Serves as the primary departmental contact for resolving

Human Resource issues, and interpreting HR policies/procedures; mediate conflict management issues and provide resolution. Develops and maintains department HR records. Consults with University Human Resources on employee relations matters, job classifications, and employee morale issues; analyzes and recommends courses of action to support effective resolution of workplace issues and positive interactions among staff at all levels, administers salary and personnel policies; manages annual faculty and staff salary increase process; keeps up to date with general human resources policies. Works with staff and faculty on hiring practices to ensure a diverse pool of applicants at all levels; and advises faculty and researchers on personnel options related to grant funds received for specific projects.

3. Oversee Faculty appointment and promotion process and faculty affairs
Supporting Actions: In collaboration with Watson's Executive Assistant, oversees the processing of administrative materials submitted to the Dean of the Faculty surrounding faculty searches, hires, reappointments and promotions. Manages departmental data regarding faculty, evaluations and searches. Manages the collection and storage of faculty data within the department for reporting and analysis. Works with the Institute Director to support all visitor and adjunct appointments.

Education and Experience:
- Bachelor's degree or the equivalent combination of education and experience, 7 years of relevant experience, including human resources management experience and 5 years management experience
- Prior experience in the higher education setting is helpful but not required.
- Excellent interpersonal and communication skills, both verbal and written; tactful, direct, and demonstrated ability to present data and communicate effectively with diverse campus groups.
- Leadership skills with the ability to effectively influence policies and programs
- Prior experience in consulting with internal clients on some combination of recruitment, compensation, and organizational development including, managing performance, administering policies, hiring, firing, and employee relations issues
- Strong commitment to supporting the University's goals of cultivating a diverse and inclusive environment
- Ability to manage multiple projects and deadlines; flexible in dealing with changes in approach and deliverables.
- Strong systems skills, including Microsoft Office suite, database, and resource planning systems.
- Knowledge of federal and state employment laws and regulations (e.g., FLSA, FMLA, ADA).
  Successful completion of a criminal background check and education verification is required.
  In order to maintain 90% or greater universal vaccination rates on campus, all newly hired employees at Brown University must receive the final dose of the COVID-19

vaccine before they begin work, unless they are approved for a medical or religious exemption. For more information, please visit the Healthy Brown site.

Recruiting Start Date:

2021-09-08-07:00

Job Posting Title:

Director of Administration

Department:

Watson Institute for International and Public Affairs

Grade:

Grade 11

Worker Type:

Employee

Worker Sub-Type:

Regular

Time Type:

Full time

Scheduled Weekly Hours:

37.5

Position Classification:

Hybrid Eligible

Submission Guidelines:

Please note that in order to be considered an applicant for any staff position at Brown University you must submit an application form for each position for which you believe you are qualified. Applications are not kept on file for future positions. Please include a cover letter and resume with each position application.

Still Have Questions?

If you have any questions you may contact employment@brown.edu.