

## Job Description – MIT Job #24295

<b>Functional Area:</b>	Business and Digital Transformation Office		
<b>Job Title:</b>	Business Analyst 4	<b>Position Title:</b>	Senior Business Analyst
<b>Reports to:</b>	Project Portfolio Director – Finance and Research	<b>Prepared on:</b>	August 2024
<b>Hours per week:</b> 40	<b>Status:</b> Exempt		

### About the Business and Digital Transformation Office:

Join the Business and Digital Transformation Office (BDTO) and be part of a newly created team established to optimize enterprise-wide processes, modernize business systems, and improve capabilities that will enable smooth delivery of administrative services. The team is responsible for implementing new Enterprise Resource Planning (ERP) software as well as other significant new systems for MIT to improve processes and ways of working across the Institute.

BDTO offers flexible work schedules with both remote and in-office work. A BDTO staff member will spend 2-8 days per month in the office, depending on the position and specific team schedules. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT's main campus. Commuter resources, including free MBTA passes and commuter rail discounts, are available to all employees.

MIT's comprehensive benefits package demonstrates a commitment to our employees' well-being. Our benefits include health and dental insurance, a 401(k) plan with employer match, an additional pension plan with 100% of contributions managed and paid for by MIT, paid vacations and holidays, and more.

### Position Overview

MIT is embarking on a transformation journey to improve its administrative processes, systems and services. The Senior Business Analyst will lead efforts to evaluate process improvement opportunities in HR, Finance, and Research Administration related to transformation initiatives. The Business Analyst will work with BDTO Project Portfolio Directors and stakeholders across the Institute to analyze business requirements and processes and propose prioritization. The Business Analyst will support BDTO Project Portfolio Directors with process optimization expertise in discovery, identification of automation processes, implementation of solutions and identification of risks.

### Principle Duties and Responsibilities

- Partner with stakeholders from central offices and departments, labs, centers, and institutes (DLCI) to identify automation opportunities by analyzing processes and assessing feasibility for automation; ensure requirements are thorough and complete
- Work closely with the functional and technical subject matter experts (SME) across the institute to validate requirements conform to technology requirements and solution strategy; coordinates and leads meetings to establish an understanding of DLCI's goals and directions

- Define, promote, and utilize best practices for automation and process improvement
- Prepare and present analysis, methods and results to Project Portfolio Directors and stakeholders in central offices and DLCIs
- Monitor projects' status; report challenges and risks to Project Portfolio Directors and relevant stakeholders; collaborate to identify solutions
- Participate in testing and validation of the solutions
- Direct, review and approve, and provide technical expertise for training material
- In collaboration with stakeholders in central offices, DLCIs, and Project Portfolio Directors, contributes to communication and plans for change management
- Other duties as assigned

### **Qualifications**

#### Required

- Bachelor's degree in a related field
- Minimum of 7 years of experience in business process improvement engineering, project management, or program management in HR, Finance, or Research Administration
- Experience solving problems without clear precedent; ability to think through problems and solutions and understand DLCI or Institute impact
- Effective written and verbal communication skills; ability to communicate and translate technical concepts
- Ability to work collaboratively with cross-functional stakeholders to develop consensus and solutions
- Demonstrated accountability to follow through and meet deadlines
- Ability to prioritize, participate in, and drive forward multiple simultaneous projects

#### Preferred

- Experience in Finance Operations
- Six Sigma Green Belt or relevant industry process improvement certification
- Business Process Modeling experience preferred
- Experience working in Higher Education or Not-for Profit institutions

### **Supervision Received**

Reports to Project Portfolio Director – Finance and Research

### **Supervision Exercised**

None.

### **Additional Information**

MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.

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

MIT is unable to provide work authorization or visa sponsorship for this position.

This position has a six-month probationary period for new employees to the Institute.

### **Diversity, Equity, and Inclusion**

BDTO benefits from a diverse and engaged workplace and seeks to further enhance our community by employing individuals from varied backgrounds. BDTO actively supports MIT's commitment to advancing a respectful and caring community that embraces diversity and empowers everyone to learn and do their best. MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.