

## Sample Role Summaries: Talent

To get a better understanding of the work Broad Residents perform, the summaries below are based on past Resident job descriptions. They describe the Resident's incoming projects and/or responsibilities at the time they were hired, but roles may evolve substantially during the two-year program.

*These summaries are intended for informational purposes only. They are not necessarily examples of the roles that will be available this year.*

### Role A: Project Manager

Under the guidance of the Chief Human Resources Officer, the Project Manager will be responsible for leading district-wide initiatives to increase the capacity of the district to recruit, retain, and reward high performing teachers. Specifically, the Project Manager will (1) manage the project's budget, timelines and deliverables, ensuring that all are on track, (2) develop the strategy for internal and external communication about human resources transformation to build support among district stakeholders, including faculty and staff, and (3) serve as the primary contact for external funders, consultants and business owners and oversee their work.

### Role B: Director of Human Resources

Working with the Deputy Chancellor of Human Capital and the Office of Human Resources, the Director will be responsible for (1) analyzing the benefits program and making recommendations for improvements, (2) auditing and reconciling health insurance plans, (3) building a comprehensive financial and retirement education series, (4) leading the department through multiple projects, including benefits and payroll, and (5) streamlining policies and procedure and increasing human resources' efficiency.

### Role C: Project Manager

Under the guidance of the Director of Human Resources, the Project Manager will (1) oversee an upgrade to the district's payroll system, (2) implement comprehensive professional and leadership development programs, (3) develop a transparent customer service process that involves engagement from the district's key stakeholders, (4) create a new hiring timeline and process with input from the finance department and (5) ensure that timelines and project milestones are met.

### Role D: Associate Director of Human Capital and Diversity

Reporting to the Executive Director, the Associate Director of Human Capital and Diversity will work closely with the Directors of Operations, Finance, Academics and External Affairs, as well as school leaders, to (1) develop a comprehensive five-year human capital and diversity plan for the organization, considering the growth of the organization and the needs of various stakeholders, (2) support regional and network office leadership in setting diversity goals, objectives and strategies and (3) oversee teacher and network team recruitment and onboarding processes.

#### Role E: Project Manager

Under the direction of the Executive Vice President for Research, Design and Innovation, the Project Manager will be responsible for translating data into effective best practices. Specifically, the Project Manager will (1) prioritize short-, medium- and long-term opportunities to improve teacher satisfaction, effectiveness and retention, (2) lead the Teacher Recruitment Community of Practice and identify key challenges, share best practices and create a best-practices manual and (3) coordinate recruitment efforts.