

Job Title	Grants Specialist & Human Resource Coordinator
PVN ID	CC-1810-002759
Category	Administrative Services
Location	The CITY COLLEGE of NEW YORK
Department	Grants and Sponsored Programs
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jan 31, 2019 (Or Until Filled)

General Description

The City College of New York's Grants and Sponsored Programs (GSP) is an administrative unit of the Division for Research in the Office of the Provost. The GSP's primary mission is to provide the campus with professional guidance and administrative support for all sponsored research activities. Our goals are to improve the overall grant preparation and submission experiences for the Principal Investigators (PIs), enhance efficiency in our services, and ensure all sponsored research activities comply with the federal, state and institutional research policies and mandates.

A Grants Specialist is an administrative staff position reporting to the director of Grants and Sponsored Programs in a team environment. This position requires an individual to be detailed orientated, have critical thinking skills, and exercise limited independent judgment in the fulfillment of the duties and responsibilities assigned. This position is responsible for the intake of, the accuracy of, and input to electronic systems of all personnel information that flows through the department of Human Resources at the Research Foundation of CUNY (RF) for grant sponsored employees, (e.g. New Hire, Rehire paperwork including I-9, E-verification, all Federal, State, and City mandated forms and information, terminations, etc.).

Other Duties

- Assists the director in the administration and implementation of New Hires, Rehires, Employment Modifications, Terminations, personnel policies and procedures and related issues
- Assists employees either by telephone, e-mail, written communication or in person regarding their employment paperwork, or the RF electronic systems
- Inputs data to Research Foundation's electronic systems
- Handles all personnel forms (e.g., Personnel Actions, Personal Data, I-9, Background Check, etc.)
- Verifies all data on incoming forms for compliance to existing Laws and RF policies
- Notifies employees regarding missing or incorrect information
- Instrumental in compliant and timely I-9 processing

- Verifies Pay Basis
- Coordinate with HR personnel at RF
- Assists other GSP members in alleviating heavy workloads
- Performs other duties and has other responsibilities, as assigned or necessary

Qualifications

- Associates Degree or equivalent credit hours, working toward a Bachelor's Degree from an accredited institution, or a Bachelor's Degree, in Human Resources area or related field
- Two years of experience in Human Resources and Customer Service
- Knowledge of Human Resources Hiring Laws, DOL and USCIS Regulations, etc.
- Excellent Computer skills
- Excellent Customer Service skills
- Excellent Communication and business writing skills
- Ability to work with all levels of staff and campus Pls
- Excellent Proofreading skills
- Ability to Multi-task, exercise good judgment, solve problems and work independently
- Ability to be a Team player
- Detail oriented
- Experience with Microsoft Word and Excel