



Job Title	Administrative Assistant for Personnel
PVN ID	HC-2401-006052
Category	Administrative Services
Location	HUNTER COLLEGE
Department	Office of Research Administration
Status	Full Time
Annual Salary	\$34,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Feb 28, 2024 (Or Until Filled)

General Description

We are currently seeking an Administrative Assistant for Personnel within the Office of Research Administration. As an Administrative Assistant for Personnel, you will be crucial in ensuring accurate and timely processing of personnel-related activities for various projects, employee payroll, and managing timesheet entries.

Other Duties

- Assist in onboarding new hires and re-hires, ensuring compliance with all rules and regulations.
- Prepare and process new hire/re-hire packets.
- Process I9's.
- Responsible for ePAF modifications.
- Collaborate with the RFCUNY payroll team and program timekeepers to resolve issues related to timesheets and payroll.
- Review and approve electronic RFCUNY timesheet submissions on a bi-weekly basis.
- Provide support to employees and programs regarding payroll-related inquiries and timesheet entry processes.
- Respond to program questions and concerns regarding payroll, timesheets, and onboarding in a timely manner.
- Prepare annual leave payouts as needed.
- Other duties as assigned.

Qualifications

- A bachelor's degree preferred or an equivalent combination of education and experience.
- Experience with payroll, timesheet entry
- Experience with RFCUNY's e-onboarding and time and leave system is a plus.
- Experience with I9 and e-verify is a plus.
- Strong verbal and interpersonal communication skills focused on providing excellent client services.
- Experience working collaboratively in a team-oriented and outcomes-focused environment.