

Job Title	Human Resources Manager
PVN ID	JJ-2507-006920
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Institute for Justice and Opportunity
Status	Full Time
Annual Salary	\$70,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Sep 14, 2025 (Or Until Filled)

General Description

The HR Manager is responsible for overall human resources functions at the Institute for Justice and Opportunity. The key functions are to manage the oversight and support the Institute's human resources functions, including recruitment, onboarding, employee support, and HR compliance. The role will work closely with Institute leadership, RFCUNY HR Team and systems set up by John Jay's HR team. This is an ideal role for someone who is detail-oriented, collaborative, and committed to social justice.

ABOUT THE INSTITUTE:

As a champion of institutional, structural, and personal transformation, the John Jay College Institute for Justice and Opportunity (The Institute) opens doors and eliminates barriers to success for people who have been involved in the criminal legal system. The Institute is one of twelve research entities that collectively comprise the Research Consortium of the John Jay College of Criminal Justice. The Institute has a diverse portfolio of projects that focus on identifying what it takes for people to live successfully in the community after justice involvement and on increasing the effectiveness of the professionals and systems working with them. Recognizing the transformational power of education, the Institute focuses much of its work on increasing access to higher education for people with criminal histories. The Institute's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy. To learn more please visit our website: <https://justiceandopportunity.org/>

Other Duties

- Support full-cycle recruitment for Institute staff positions (job postings, applicant tracking, scheduling interviews, coordinating hiring documentation)
- Facilitate onboarding for new hires, including preparation of offer letters, onboarding schedules, and system access requests
- Serve as a primary point of contact for HR-related inquiries from staff, providing accurate guidance on

policies, procedures, and RFCUNY requirements

- Maintain HR records and ensure data accuracy in RF CUNY systems and internal tracking tools
- Assist in drafting position descriptions, updating organizational charts, and preparing HR-related reports
- Design, develop, and coordinate performance evaluation timelines and communications
- Ensure compliance with institutional policies, RF CUNY guidelines, and federal/state employment regulations
- Contribute to developing and updating HR practices that promote equity and inclusion
- Other duties as assigned

Qualifications

- Bachelor's degree required; coursework in Human Resources, Business Administration, or related field preferred
- At least 3 -5 years of HR experience, preferably in higher education or nonprofit settings
- Familiarity with HR systems (knowledge of RF CUNY systems a plus)
- Strong interpersonal and written communication skills
- High attention to detail and ability to maintain confidentiality
- Commitment to the mission of the Institute and working with justice-impacted communities
- Ability to work independently and collaboratively in a fast-paced environment

To Apply

Submit your resume and a brief cover letter outlining your interest and qualifications for this role.