
Job Title	Human Resources Assistant
PVN ID	LA-2509-007024
Category	Administrative Services
Location	LAGUARDIA C. C.
Department	Human Resources
Status	Full Time
Annual Salary	\$40,000.00 - \$46,000.00
Hour(s) a Week	35
Closing Date	Oct 03, 2025 (Or Until Filled)

General Description

The Human Resources Assistant supports the LaGuardia Community College campus with matters related to RFCUNY employees. This role assists with recruitment, onboarding, employee records management, and compliance with policies and procedures. The Human Resources Assistant ensures streamlined HR operations while maintaining confidentiality and supporting hiring managers and supervisors of RFCUNY employees. This position reports directly to the Senior Human Resources Generalist.

This is a hybrid position through the Research Foundation of CUNY. Appointments are subject to availability of funding and satisfactory performance.

- Assist with the recruitment of RFCUNY staff, including posting position vacancy notices, placing ads, screening applications, and arranging interviews
- Prepare onboarding documentation and coordinate orientation sessions for new staff
- Maintain and update employee records, including credentials, background checks, and required certifications
- Respond to inquiries regarding HR policies and procedures, ensuring compliance with RFCUNY standards and all relevant rules and regulations, including inquiries and compliance related to the appropriate collective bargaining agreement
- Provide administrative and clerical support for labor relations and employee relations matters, specifically assisting management with confidential information related to administration of collective bargaining agreements, employee grievances, and other labor relations matters
- Maintain the integrity and confidentiality of all human resources files and documents related to labor and employee relations
- Support questions about timesheet submission, leave tracking, benefits, and other matters, as needed
- Assist in organizing professional development and training sessions
- Help coordinate employee evaluation procedures and performance review processes

- Ensure all HR files and documentation meet legal and regulatory requirements
- Perform general administrative duties such as filing, data entry, and scheduling meetings
- Other duties as assigned

Other Duties

Qualifications

- Associates Degree or higher
- 0-3 years in an administrative role, preferably Human Resources
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills

LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York (CUNY). LaGuardia offers more than sixty associate degree programs and more than fifty workforce training, ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 24,000 students. More than one-third of LaGuardia's degree-seeking students are born outside the United States; they come from 136 countries and speak 43 heritage languages. Sixty percent are first-generation college students.

Virtually all LaGuardia students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent of associate degree students are Hispanic. Upon graduation most students transfer to four-year colleges, typically in CUNY, to complete their baccalaureate degrees. Graduates of career programs such as Nursing, Computer Technology, and Veterinary Technology enter the workforce. LaGuardia ranked fifth among U.S. community colleges in economic mobility – moving low-income students into the middle class and beyond – in studies by Stanford University (2017) and the Brookings Institution (2020).