



Job Title	Project Coordinator
PVN ID	PH-2205-004822
Category	Research
Location	CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY
Department	RF CUNY
Status	Full Time
Annual Salary	\$84,042.00 - \$84,042.00
Hour(s) a Week	35
Closing Date	Jun 01, 2022 (Or Until Filled)

General Description

Under the general supervision of the Project Director and RF CUNY:

- Manage the full cycle of recruiting, including but not limited to: posting positions, reviewing applications, facilitating interview scheduling, and confirming offers
- Onboard new staff as needed ensuring Resource Navigators and Supervisors are legally eligible to work, are added to the payroll, and understand the payroll system and any relevant workforce laws and rights that apply to
- Develops and maintains HR processes as it relates to the Resource Navigator Corps and the AfterCare
- Provides guidance on RF benefits and procedures for using benefits such as annual and sick l
- Liaise with RF and CUNY SPH staff on payroll, budgets, and benefit policies and procedures
- Manage off boarding procedures, tracking resignations
- Tracks and manages field technology
- Coordinates the bi-weekly submission of time
- Responds to questions and concerns regarding payroll and
- Ability to manage applications and process
- Ability to use sound judgement as it relates to onboarding and ongoing i
- Ability to communicate between partnershi
- Strong interpersonal
- Strong information management
- Other: Related responsibilities as deemed

Other Duties

Related responsibilities as deemed necessary

Minimum Qualifications

- Bachelor's degree required
- 3 years of experience in staffing, higher education, human resources, operations, or another related
- Highly organized, process-focused, and detail-oriented with excellent time-management and administrative
- Demonstrated ability to work independently and collaboratively with diverse populations in a fast-paced work
- Ability to think on one's feet and use good judgment to quickly analyze and solve
- An overall work style that reflects confidence, integrity, initiative, flexibility, and good
- Strong computer skills required, specifically: proficiency with Microsoft Word, PowerPoint, Excel, Outlook, CRMs, and web-based

Preferred Qualifications

- Administrative and data management experience is a plus
- Additional selection criteria may include: experience successfully working as a resource or aftercare navigator or supervisor, demonstrated leadership while in the navigator or supervisor role, willingness to take on additional tasks as a navigator or supervisor to support programmatic improvements, openness to feedback from peers and supervisors.