

---

<b>Job Title</b>	Program Coordinator, Payroll and Recruitment
<b>PVN ID</b>	PS-2106-004086
<b>Category</b>	Administrative Services
<b>Location</b>	CUNY SCHOOL OF PROFESSIONAL STUDIES
<b>Department</b>	CUNY School of Professional Studies
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$70,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 02, 2022 (Or Until Filled)

## General Description

---

About the CUNY School of Professional Studies:

The CUNY School of Professional Studies (CUNY SPS) provides online and on campus degree and certificate programs that meet the needs of adults who are looking to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers.

Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited degree and certificate programs for students who want the flexibility and convenience of online education. CUNY SPS was ranked in the top 5% in the Nation in U.S. News & World Report's list of the 2020 Best Online Bachelor's Degree Programs.

Drawing on CUNY's nationally and internationally renowned faculty and practitioners, as well as industry and education partners, the school's programs provide opportunities for personal growth, job mobility, greater civic participation, and new ways to advance knowledge.

*Within CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom workplace learning programs to help organizations achieve their goals. To our partnerships, we bring knowledge of research-based learning practices as well as experience in developing innovative programs.*

CUNY SPS partners with Administration for Children's Services (ACS) to develop professional learning opportunities for child welfare and juvenile justice professionals. The collaboration between the two organizations has formed the ACS Workforce Institute (ACS WI).

The ACS Workforce Institute (WI) is a state-of-the-art professional development institute that strengthens skills

and provides support to child welfare and juvenile justice frontline staff as they strengthen and support New York City's families and children. <https://www.nycacstraining.org>

Reporting to the Deputy Director of Budget and Scope Management, the Program Coordinator of Payroll and Recruitment will join a team that provides fiscal and administrative support to the overall ACS WI team and work collaboratively with SPS Grant Office and various ACS WI workstreams.

## Other Duties

---

### **Duties and Responsibilities:**

- Work Closely with SPS HR Manager and ACS Admin Manager to support New Hire onboarding process and ensure a positive onboarding experience.
- Participate ACS Workforce Institute Onboarding Committee to create and maintain a unified and seamless onboarding process by supporting the team in creating onboarding guidelines, onboarding portal, onboarding survey questions, etc. Work with stakeholders and committee members to collect feedbacks.
- Serve as primary point of contact for hiring managers in the recruitment onboarding process.
- Provide operational support for recruitment, including job description preparation, job posting via internal and external sites, sourcing resumes, etc.
- Source applicants through organization website and keep detailed records of resumes, evaluation notes, and other information.
- Conduct initial phone screenings with selected candidates and evaluate applications based on job requirements and applicant qualifications.
- Coordinate candidate interviews with hiring manager.
- Maintain ongoing communications with hiring managers throughout the process and collaborate with the team as and when needed.
- Schedule and assist in virtual/on-site interviews.
- Prepare New Hire paperwork under RFCUNY and ACS WI guidelines.
- Work closely with SPS HR Manager and ACS Admin Manager to support New Hire onboarding process and ensure a positive onboarding experience.
- Coordinate staff anniversary and performance appraisal.
- Maintain staff roster with demographic updates.
- Review and troubleshoot timesheet errors.
- Other duties as assigned.

## Qualifications

---

- Bachelor's degree required.
- A minimum of two years' experience leading recruitment, interview, and onboarding processes. Recruitment in child welfare and/or prevention social service programs a plus, experience recruiting for a training program preferred.
- Excellent and professional communication (verbal and written) skills.

- Proficiency in Microsoft Office Suite.
- Exceptional analytical problem-solving skills and collaboration skills.
- Customer service focus, ability to multi-task, comfortable working in a fast-paced environment, ability to work across staffing lines from managers to directors.

**\*This position is funded by a city grant program which mandates that all employees are vaccinated against COVID-19\***