

Job Title	Director of Sponsored Project Employee Resources
PVN ID	PS-2209-005073
Category	Managerial and Professional
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Full Time
Annual Salary	\$95,000.00 - \$115,000.00
Hour(s) a Week	35
Closing Date	Dec 09, 2022 (Or Until Filled)

General Description

About the CUNY School of Professional Studies:

As New York's leader in online education since 2006, the CUNY School of Professional Studies (CUNY SPS) offers the most [online](#) bachelor's and master's degree options at the City University of New York, and serves as the University's only undergraduate all-transfer college. With 24 [degrees](#) and numerous other non-degree and grant-funded workplace learning programs, CUNY SPS meets the needs of adults who wish to finish a bachelor's degree, progress from an associate's degree, earn a master's degree or certificate in a specialized field, and advance in the workplace or change careers.

Consistently ranked highly by [U.S. News & World Report](#) for its quality online offerings, and noted for its soaring growth and enrollment, CUNY SPS has emerged as a nationwide leader in online education. The School's renowned and affordable online programs—which offer in-state tuition to all students regardless of where they live—ensure that busy working adults may fulfill their educational goals on their own time and schedule.

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.

The Director of Sponsored Project Employee Resources will exercise independent judgment in planning, implementing, and directing various human resource functions for SPS grants, contracts, and sponsored projects to help achieve the goals and objectives of CUNY SPS staff employed by the Research Foundation of CUNY. Collaborating closely with SPS sponsored project staff, key responsibilities include, but are not limited to: researching and resolving complex issues, developing programmatic policies and procedures, setting priorities, and identifying short- and long-term unit objectives. This position will act as a resource in identifying and supporting various human resource needs in the areas of sponsored project recruitment, onboarding, employee evaluation, diversity and inclusion, performance management, compensation, and job classification.

Other Duties

Reporting to the CUNY SPS Grants Officer, the Director of Sponsored Project Employee Resources will:

- Develop, document, and implement campus-specific procedures in compliance with RFCUNY policies across the sponsored project human resources lifecycle including, but not limited to: recruitment; screening, interviewing, and candidate selection; onboarding and orientation; performance management; performance evaluations; ongoing professional development opportunities and career growth.
- Partner with SPS Principal Investigators and Program Directors, hiring managers, and supervisors to identify sponsored project personnel challenges, and make recommendations to address issues.
- Ensure all sponsored project human resources processes and systems nurture an equitable, diverse, and inclusive workplace.
- Facilitate the adjudication of disciplinary and grievance issues in accordance with Research Foundation policy and in collaboration with RFCUNY Central Office HR staff, the SPS Grants Officer, and Principal Investigators.
- Develop, enhance and maintain a manual of personnel and management policies for CUNY SPS sponsored project employees.
- Liaise with stakeholders including Research Foundation of CUNY (RF), SPS Grants Officer and CUNY SPS leadership and staff to ensure timely and effective management as it relates sponsored project human resource issues.
- In collaboration with CUNY SPS leadership, support the selection and implementation of an HRIS platform.
- Plan and conduct trainings for PEWL program directors, hiring managers, and supervisors and SPS Principal Investigators.
- Ensure campus compliance with employment-related laws and CUNY and RF policies.
- Other duties as assigned.

Qualifications

- Six years of progressively responsible experience in human services, workforce development, personnel management, or related field, with a minimum of 3 years of leadership experience required.
- Bachelor's degree in a related field required; Graduate degree and/or certification in human resources preferred.
- Demonstrable success in initiating cooperative working relationships, resolving employee concerns, and making timely and effective decisions.
- Demonstrated ability to think strategically and develop programs and plans to achieve organizational goals.
- Demonstrated experience identifying and implementing best practices in recruitment, onboarding, hiring, retention, pay equity, and professional development.
- Expertise in handling complex and stressful situations with tact and persuasiveness.
- Creative and innovative skills with the ability to think outside of the box and develop new ideas and initiatives.
- Experience leading collaborative human resources efforts with racially, ethnically, and economically diverse team members.
- Demonstrated ability to analyze situations with a racial equity lens utilizing effective organizing strategies,

and build authentic inclusion, consensus, and relationships at all levels of an organization.

- Strong written and oral communication skills.
- Experience working within a grant/contract environment a plus.

Vaccination Requirement: This position is funded by a city grant program which mandates that all employees are vaccinated against COVID-19.

The Research Foundation of the City of New York & Diversity

As a matter of policy and conviction the Research Foundation of the City University of New York attempts, in all personnel activities, to ensure equal employment opportunity for employees and applicants for employment whatever their race, creed, color, ethnic origin, religion, sex, gender identity, marital status, partnership status, caregiver status, age, citizenship or national origin, sexual orientation, veteran status, genetic information, disabilities or any other protected characteristics under applicable law. This applies to recruiting new employees including advertising, interviewing, work assignment, compensation and benefits, selection for training, promotion, demotion, transfer, layoff, or termination.

Diversity is a core value at the Office of Professional Education and Workplace Learning (PEWL) at the CUNY School of Professional Studies (CUNY SPS). We are passionate about building and sustaining an inclusive and equitable working and learning environment for all students, staff, and faculty and believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.