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<b>Job Title</b>	Campus Personnel Coordinator
<b>PVN ID</b>	RF-1908-003218
<b>Category</b>	Administrative Services
<b>Location</b>	RESEARCH FOUNDATION OF C.U.N.Y.
<b>Department</b>	Human Resources
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$59,014.49 - \$78,505.52
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 05, 2019 (Or Until Filled)

## General Description

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### SUMMARY:

This is an administrative staff position reporting to the Personnel Manager for Personnel in a team environment. This position requires an individual to be detailed orientated, have critical thinking skills, and exercise limited independent judgment in the fulfillment of the duties and responsibilities assigned. This position is responsible for the intake of, the accuracy of, and input to electronic systems of all personnel information that flows through the department of Human Resources for grant sponsored employees, (e.g. New Hire, Rehire paperwork including I-9, E-verification, all Federal, State, and City mandated forms and information, terminations, etc.).

## Other Duties

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### DUTIES & RESPONSIBILITIES:

- Assists the Human Resources Manager in the administration and implementation of New Hires, Rehires, Employment Modifications, Terminations, personnel policies and procedures and related issues
- Assists Field personnel either by telephone, e-mail, written communication or in person regarding their employment paperwork, or the RF electronic systems
- Inputs data to Research Foundation's electronic systems
- Handles all personnel forms (e.g., Personnel Actions, Personal Data, I-9, Background Check, etc.)
- Verifies all data on incoming forms for compliance to existing Laws and RF policies
- Notifies appropriate Field Personnel regarding missing or incorrect information
- Instrumental in compliant and timely I-9 processing
- Verifies Pay Basis
- Visits campuses and client sites, as assigned
- Covers for other Team members in their absence or breaks
- Assists other Team members in alleviating heavy workloads

- Performs other duties and has other responsibilities, as assigned or necessary

## Qualifications

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### **QUALIFICATIONS:**

- Associates Degree or equivalent credit hours, working toward a Bachelor's Degree from an accredited institution, or a Bachelor's Degree, in Human Resources area or related field
- Two years of experience in Human Resources and Customer Service
- Knowledge of Human Resources Hiring Laws, DOL and USCIS Regulations, etc.
- Excellent Computer skills
- Excellent Customer Service skills
- Excellent Communication and business writing skills
- Ability to deal with all levels of staff
- Excellent Proofreading skills
- Ability to Multi-task, exercise good judgment, solve problems and work independently
- Ability to be a Team player
- Detail oriented
- Experience with Microsoft Word and Excel