
Job Title	Campus Personnel Coordinator
PVN ID	RF-2106-004056
Category	Administrative Services
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Human Resources
Status	Full Time
Annual Salary	\$61,398.67
Hour(s) a Week	35
Closing Date	Oct 13, 2021 (Or Until Filled)

General Description

Annual Salary: \$61,398.67 + Commensurate with Experience

This is an administrative staff position reporting to the Senior 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, accuracy, 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, termination, onboarding - including I-9 & e-Verify, all federal, state, and city mandated employment forms and information, etc.).

Other Duties

- Assists the Sr. Human Resources Personnel 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 onboarding, or the RF electronic systems.
- Inputs data to Research Foundation's electronic systems
- Handles all personnel related matters (e.g., RF Onboard, E-Personnel Action Form (e-PAF), I-9/e-Verify, Background Check, etc.)
- Verifies all data information for compliance to existing employment-related laws and RF policies.
- Notifies appropriate field personnel regarding missing, incorrect, or incomplete hiring information.
- Ensure that I-9/e-Verify are completed timely according to regulations.
- Visits campuses and client sites, as assigned or needed.
- Covers for other team members in their absence.
- Assists other team members to alleviate heavy workload.

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

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 employment law – DOL, USCIS, etc.
- Excellent Computer skills
- Excellent Customer Service skills
- Excellent Communication and business writing skills
- Ability to work cooperatively with all levels of staff.
- Excellent attention to detail
- Ability to Multi-task, exercise good judgment, have excellent problem-solving skills, and work independently.
- Ability to work well with others
- Experience with Microsoft office, and comprehensive knowledge of Word and Excel

There are multiple positions available.