
Job Title	HR Coordinator
PVN ID	RF-2305-005605
Category	Administrative Services
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Human Resources
Status	Full Time
Annual Salary	\$53,855.00 - \$62,831.00
Hour(s) a Week	35
Closing Date	Jun 21, 2023 (Or Until Filled)

General Description

Reporting to the Human Resources Manager, provide administrative support for employment and recruitment activities, along with other HR-related projects as required. Provide administrative support to the Labor and Employee Relations Team.

Other Duties

- Work with the Personnel Vacancy Notice (PVN) system for the Research Foundation Central Office (RFCO) and the Research Foundation (RF) field employees, including applicant tracking and approving PVN postings
- Troubleshoot technical and/or procedural problems associated with the PVN system
- Develop postings for new and replacement positions in the PVN system, as directed by HR Manager
- Update position descriptions
- Create personnel requisitions for RFCO positions
- Assist with monitoring and responding to employee inquiries received through the secure data drop box, HR hotline phone, general department email, and fax
- Verify employment eligibility for RFCO including working with the electronic I-9 system
- Provide support with RFCO background-check screening processes
- Provide support to the Labor and Employee Relations Team with scheduling, special projects, and other administrative requests
- Scan confidential labor and employment documents and cases
- Assist with administrative support as needed to perform annual updates of Affirmative Action Plans for RFCO and the field
- Create supply requisitions as needed
- Distribute HR department paper mail
- Assist with special events
- Respond to inquiries related to compliance trainings

- Provide general assistance with management of the performance appraisal process
- Retrieve files for audits and other activities
- Other duties as assigned

Qualifications

- Associate degree with 2+ years of experience as an administrative assistant or similar other position
- Bachelor's Degree in human resources or related field preferred
- Superior communication and interpersonal skills
- Strong proficiency with MS Office, including Word, Excel, PowerPoint and Outlook
- Ability to exercise good judgment, work independently and follow instructions
- Must be detail oriented