



Job Title	Payroll Administrator - CUNY Cultural Corps
PVN ID	VA-2009-003724
Category	Clerical/Office Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education & Workforce Develop
Status	Part Time
Hourly Rate	\$20.00-\$20.00
Hour(s) a Week	20.00-25.00
Closing Date	Nov 09, 2020 (Or Until Filled)

General Description

MISSION

We build innovative educational and career development programs that strengthen and advance The City University of New York's commitment to promoting equity and mobility for its students.

GENERAL DESCRIPTION

In early 2016, the New York City Department of Cultural Affairs released a report entitled "Diversity in the New York City Department of Cultural Affairs Community," which concluded that the diversity of staff and leadership at City-funded non-profit cultural organizations does not reflect the demographic diversity of the City's population. New York City and many foundations including the Mellon Foundation have made a commitment to address this lack of diversity in the cultural sector.

CUNY students represent New York City. The City and CUNY firmly believe that creating opportunities for CUNY students to access the City's cultural institutions, to build professional networks within them, to develop real-world skills applicable to these organizations and institutional knowledge about them, will support the City's important goal of diversifying the workforce in New York City's cultural institutions and ultimately creating a more inclusive cultural sector.

To affirm this belief in diversifying Cultural institutions around New York City, the CUNY Cultural Corps was born. CUNY Cultural Corps program offers students paid, part-time professional learning experiences during the academic year in arts and cultural organizations throughout New York City. Students interested in participating must submit an application and meet program eligibility requirements. Cultural Corps members work up to 12 hours per week for 24 weeks during the fall and spring semesters at their placement sites, providing added capacity to partnering organizations, developing transferable professional skills and gaining unique exposure to the work of New York City's artistic and cultural community. Recently, the program has expanded with a grant from the Mellon Foundation to serve more CUNY students and increase the program footprint.

JOB DESCRIPTION:

CUNY Cultural Corps is looking to hire a part-time payroll administrator to oversee all aspects of payroll administration and reporting for the program. The incumbent will report to the program coordinator and will be responsible for approving timesheets, creating payroll processes, following up with students and employers, working with RFCUNY and CUNY fiscal, and generating reports as necessary.

Other Duties

- Responsible for coordinating efforts to onboard Cultural Corps interns to payroll including but not limited gathering necessary paperwork for both U.S and international students
- Coordinate and lead payroll orientation
- Work with CUNY fiscal and RFCUNY teams as necessary and respond to inquiries and requests
- Track and report student hours
- Create processes for payroll administration
- Review and approve timesheets
- Orientate/communicate to supervisors/employers on payroll protocol and conduct follow ups on payroll as necessary
- Assist with tracking budget spending and creating reports when requested.
- Respond to payroll related emails from students and employers
- Work on other administrative projects as needed.

Qualifications

Required Qualifications

- Some college experience.
- Majoring in arts administration, museum studies, arts history, human resources or a related field.
- Intermediate experience in Microsoft Office Suite (Word, Outlook, and Excel) and willingness to learn new computer skills
- Prior office and payroll administration experience strongly preferred.
- Outstanding organizational, interpersonal and communication skills.
- Able to work independently, perform multiple tasks simultaneously, and work within a team environment with students, faculty, staff, and administrators.
- Available in the daytime as well as evenings/weekends, and available to travel throughout the tri-state New York City metropolitan area.

Physical Requirements

- Due to the COVID-19 pandemic, this position currently is a remote (work-from-home) position. Laptop and personal mobile device will be provided to support working remotely. The location of the position in the future will operate in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials.

- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel to other CUNY sites as needed.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.