

Job Title	Personnel Coordinator - CUNY Recovery Corps
PVN ID	VA-2104-003972
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	OAA
Status	Full Time
Annual Salary	\$47,000.00 - \$52,000.00
Hour(s) a Week	35
Closing Date	May 21, 2021 (Or Until Filled)

General Description

The City University of New York is launching the CUNY Recovery Corps—a new initiative that will be a part of DYCD's Summer Youth Employment Program (SYEP). This will be a large University-wide program serving 5,000 students this summer. CUNY Recovery Corps will provide eligible CUNY students with paid summer employment for six weeks for 25 hours per week with a pay rate of \$15 per hour. The goal of CUNY Recovery Corps is to promote career exploration and career development that effectively prepares students for long-term career success.

The City University of New York seeks multiple motivated and detail-oriented professionals to serve as Personnel Coordinators. **(This is a temporary remote position beginning April 2021 through September 2021)**

Other Duties

- Report to the Personnel Supervisor and serves as the main point of contact to the program management team, worksites and CUNY campuses to ensure deadlines are met and all personnel processes are accurately and consistently followed;
- Conduct remote student on-boarding and facilitate large group orientations, verify student identification documents and other required documents;
- Along with other team members, review online applications submitted by students into the DYCD YEPS

system;

- Review and approve weekly electronic timesheets for Recovery Corps interns over the 6-week work period from July to August;
- Prepare reports and analyze student data for CUNY Recovery Corps program as needed;
- Maintain all necessary files for the program and follow strict adherence to DYCD policies, procedures, and regulations in order to pass city auditing procedures at the conclusion of the program;
- Maintain all necessary HR files, folders, and processes for the program in strict adherence to DYCD policies, procedures, and regulations;
- Follow-up with all parties regarding missing documentation;
- Provide training to campus partners and communicate with DYCD;
- Perform other duties within Personnel Services team, as assigned;

Qualifications

The successful candidate will have the following knowledge, skills and abilities:

- Current college students, junior or senior. Bachelor's degree preferred;
- Experience in program administration, student development or another relevant field;
- Experience with data, timesheets entry as well as facilitating group orientations;
- Experience with DYCD's SYEP program and YEPS system, a plus;
- Strong verbal and interpersonal communication skills with a focus on providing excellent client services;
- Demonstrated ability to interact effectively and collaboratively with a diverse community of students, faculty, program staff and external partners;
- Demonstrated ability to work independently in a fast-paced and demanding work environment;
- Ability to exercise good judgement and apply problem solving skills;
- Strong computer proficiency using standard office software programs, in particular Microsoft Excel;
- Experience working collaboratively in a team oriented and outcomes focused environment;

- Proven ability to be detail-oriented, organized, and capable of coordinating multiple assignments and meeting deadlines.
- **Physical Requirements**
 - This position will be performed remotely. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, and other presentation materials

How to apply:

For full consideration, upload a resume as an MS WORD or ADOBE PDF DOCUMENT in the RESUME FIELD. Your cover letter should specifically describe your work experience as related to the duties of this position.

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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.