

Job Title	Personnel Supervisor - CUNY Recovery Corps
PVN ID	VA-2104-003976
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	OAA
Status	Full Time
Annual Salary	\$55,000.00 - \$59,000.00
Hour(s) a Week	35
Closing Date	May 18, 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 a motivated and detail-oriented professional to serve as the Personnel Supervisor. Reporting to the Personnel Manager, the Personnel Supervisor will oversee the student onboarding; data entry & database management processes for student applicants, as well as the weekly timesheets entry for the CUNY Recovery Corps project. **(This is a temporary remote position beginning May 2021 through September 2021)**

## Other Duties

- Reports directly to the Personnel Manager and serves as the main point of contact to the CUNY Recovery Corps program management team, worksites and CUNY campuses to ensure deadlines are met and all administrative/personnel processes are accurately and consistently followed;
- Oversees and supervises student remote on-boarding process, including the facilitation of virtual large group orientations;
- Manages, trains and supervises a team of Personnel Coordinators to ensure data collection and entry for 5,000 applicants is completed on time and is accurately entered into the DYCD system;
- Oversees the payroll intake process to collect, review and enter weekly electronic timesheets for 5,000 interns over the 6-week work period from July to August; Ensures that worksites have verified their

students hours;

- Maintains all necessary electronic files for the program and follows strict adherence to DYCD policies, procedures, and regulations in order to pass city auditing procedures at the conclusion of the summer program;
- Provide and facilitate training to campus partners and communicate with DYCD
- Maintains all necessary HR files, folders, and processes for the program in strict adherence to DYCD policies, procedures, and regulations;
- Oversees all other personnel processes, as needed;
- Perform other duties within Personnel Services team, as assigned.

## Qualifications

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

- A bachelor's degree required; an advanced degree in human resources or related field is a plus;
- Prior supervisory experiences required;
- Two+ years' experience in program administration, student development or another relevant field;
- Experience with payroll, timesheets entry as well as facilitating group orientations;
- 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 and lead a small team in a fast-paced and demanding work environment;
- Experience with DYCD SYEP program and YEPS system, a plus;
- 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 position focused cover letter and résumé as ONE 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.

## EEO

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.