

---

<b>Job Title</b>	Coordinator of Personnel Services
<b>PVN ID</b>	VA-2108-004162
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	OAA
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$45,000.00 - \$50,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 07, 2021 (Or Until Filled)

## General Description

---

The Coordinator of Personnel Services is a position under the Office of Academic Affairs. We are seeking an individual with strong interpersonal skills, that loves communicating with people and who takes pride in providing the best customer service. The Coordinator of Personnel Services' main responsibility is to meet with new hires/re-hires, process their onboarding paperwork and I9. For the time being, this position will be hybrid, working from the office two days a week and remotely three days a week.

Reporting to the Assistant Director of Personnel Services, the Coordinator's duties and responsibilities will include, but are not limited to the following:

### Hiring and Personnel:

- Coordinate new hire process, ensuring compliance with all RFCUNY rules and regulations
- Prepare process all new hire/re-hire packets via the electronic RFCUNY onboarding system
- Conduct New Hire/Re-hire Orientations and process new I9's, updating I9's or Reverification I9's
- Communicate with programs regarding their onboarding requests and communicate with new hires/re-hires regarding the onboarding process
- Oversee onboarding email inbox and respond to onboarding inquiries
- Maintain calendar of onboarding appointments
- Update onboarding tracker with dates of onboarding orientation appointments, documentation needed and processing status of packets
- Update and maintain google spreadsheet of individual new hire/re-hire orientations as well as group onboarding orientations
- Other duties as assigned

## Other Duties

---

**Payroll:**

- Assist payroll team with timesheet entries as needed
- Assist payroll team with the submission of ePAF's as needed
- Prepare annual leave payouts as needed
- Other duties as assigned

**Data Tracking and Reporting:**

- Prepare reports as needed
- Assist with the entry of data via our Access database
- Check database entries every 2 weeks to ensure accuracy
- Other duties as assigned.

## Qualifications

---

**Minimum Qualifications**

- Bachelor's Degree preferred, or equivalent education and experience in a related field
- Two+ years' experience in human resources, payroll, student development, staffing or other relevant field
- Excellent verbal, written, and interpersonal communication skills, with a customer-focused approach to working and comfort communicating with people at all levels
- Demonstrated ability to work independently and collaboratively with diverse populations in a fast-paced and high-volume work environment
- Experienced user of all MS Office products, Excel in particular, and aptitude to quickly pick up new systems
- Proven ability to be detail-oriented, organized, and capable of coordinating multiple assignments and meeting deadlines.
- Ability to maintain strict confidentiality on all onboarding and payroll related matters.
- Be a team player, ready to take initiative and support unit with other projects.

**Physical Requirements**

- This position operates 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.