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| Job Title | Personnel Coordinator |
| PVN ID | VA-2203-004630 |
| Category | Administrative Services |
| Location | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
| Department | Fiscal |
| Status | Full Time |
| Annual Salary | \$47,000.00 - \$50,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | May 31, 2022 (Or Until Filled) |

General Description

This summer, thousands of CUNY students will prepare for their careers by interning in a job related to their major and that requires a college degree.

A new initiative will recruit students from throughout CUNY who haven't had substantial paid professional experience but who are ambitious, bright, and ready to practice what they are learning in the classroom in the work world. Interns will have the opportunity to build skills, extend their professional networks, add to their resumes, and contribute to employers throughout NYC in several key industries, such as education and healthcare. Employers will benefit from CUNY students' many talents and knowledge.

This new initiative will be coordinated in CUNY's Central Office of Academic Affairs and implemented at 4 CUNY colleges.

The City University of New York seeks motivated and detail-oriented professionals to assist as a **Personnel Coordinator** (multiple openings). Reporting to the Personnel Supervisor, the Personnel Coordinator will work with a team to onboard students & track data for student applicants, as well as the bi-weekly timesheet processing for all summer participants.

This is a temporary position with an expected duration through the end of August 2022 with the possibility of an extension.

Duties & Responsibilities

Hiring and Personnel:

- Coordinate new hire process, ensuring compliance with all rules and regulations;
- Send weekly student onboarding list to RFCUNY to verify what onboarding paperwork is needed;
- Prepare and process all new hire/re-hire packets;
- Conduct New Hire/Re-hire Orientations and process I9's on a weekly basis;
- Respond to inquiries regarding employers/supervisors policies and procedures of program, e.g. approving payroll, time and leave requests, etc.

Payroll

- Coordinate the bi-weekly submission of timesheets;
- Reconcile time and leave discrepancies;
- Respond to program questions and concerns regarding payroll and timesheets;
- Responsible for ePAF extensions and maintenance in accordance with schedule and budgetary restrictions;
- Work with program to prepare personnel expense reports as needed.

Other Duties

Data Tracking and Reporting:

- Ensure accuracy and integrity of all program data;
- Compile required documentation for reports, supporting program in all reporting needs;
- Other duties as assigned.

Qualifications

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

- A bachelor's degree required;
- Experience in program administration, student development or another relevant field;
- Experience with payroll, timesheets entry as well as facilitating group orientations;
- Experience with RFCUNY's e-onboarding and time and leave system is a plus;
- Experience with I9 and e-verify 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;
- 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 both in-office and remotely. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, and other presentation materials

How to apply:

For consideration, upload a résumé as ONE MS WORD or ADOBE PDF DOCUMENT in the RESUME FIELD. A position focused cover letter is preferred; 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.