

<b>Job Title</b>	Program Assistant - Internship to Employment
<b>PVN ID</b>	VA-2206-004840
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of Careers & Industry Partnership
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$48,000.00 - \$50,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 20, 2022 (Or Until Filled)

## General Description

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### MISSION

The City University of New York's Office of Continuing Education and Workforce Programs oversees and manages a portfolio of programs and initiatives with the purpose of ensuring that all CUNY graduates can earn a living wage in a career of their choosing within one year of degree completion.

In Summer 2021, CUNY Continuing Education and Workforce Programs launched Internship to Employment (I2E). I2E is an initiative to provide opportunities for recent CUNY graduates to intern for 8-weeks with NYC small businesses, with the aim of converting the internships into employment at the end of the 8-week period. I2E provides wage subsidy for each business for the 24 weeks following the internship.

### GENERAL DESCRIPTION

The Program Assistant will work closely with the Program Manager for Internship to Employment to ensure the daily operations are supported. The ideal candidate has excellent verbal, written, and interpersonal communication skills, with a customer-focused approach along with a demonstrated ability to work independently and collaboratively with diverse populations in a fast-paced and high-volume work environment

## Other Duties

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The Program Assistant's responsibilities will include but are not limited to the following:

### Communication & Partnerships – 40%

- With the Program Manager, interface with students, intermediary and employer partners, & CUNY staff to provide excellent and prompt customer service to all project stakeholders

- Respond to inquiries about time keeping policies and procedures
- Maintain efficient communication with interns, new hires, and employer partners
- Attend and help in I2E webinars and orientations

### **Onboarding & Payroll 30%**

- Assist in preparing onboarding paperwork for interns
- Support the intern hiring and termination process in partnership with the CUNY Office of Academic Affairs Personnel Services team
- Co-coordinate the payroll, and invoicing process for student interns and employer partners in partnership with Personnel Services and the CEWP Operations team
- Ensure bi-weekly electronic timesheets are submitted promptly

### **Organization & Record Keeping – 20%**

- Maintain a database of records with sensitive information
- Update ePAF extensions and maintenance per schedule and budget
- Assist the Program Manager to prepare personnel budget and expense reports as needed
- Ensure accuracy and integrity in the collection of all program data
- Compile required documentation for budgets and reports, supporting Program Manager in all reporting needs

### **Other – 10%**

- Attend staff meetings and trainings as required
- Perform special projects and other duties as assigned

## **Qualifications**

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### **Minimum Qualifications**

- Two or more years of experience in Human Resources, student development, workforce development, staffing, or other relevant field
- Experienced user of all MS Office products
- Exhibits strong interpersonal skills both written and oral
- Proven ability to be detail-oriented, organized, and capable of coordinating multiple assignments and meeting deadlines
- Handles confidential information with the highest degree of professionalism

### **Preferred Qualifications**

- Aptitude and interest in learning new systems
- Familiarity with higher education

### **Physical Requirements**

- This position is located in a professional office environment and is currently hybrid, working 70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll cycle. Laptop may be

provided if needed to support working remotely.

- 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. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other CUNY sites as needed.

### **Vaccine Requirement**

As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

### **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. The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer.