



Job Title	Supervisor of Onboarding and Internship Programs
PVN ID	VA-2209-005081
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$60,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Oct 12, 2022 (Or Until Filled)

General Description

The Supervisor of Onboarding and Internship Services, is a position under the Office of Academic Affairs. The Supervisor of Onboarding and Internship Services will manage onboarding and payroll for 2000+ interns under CUNY Central OAA for various projects. The candidate will oversee all personnel related activities and supervise a team of coordinators.

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

- Manage employee orientations by reviewing and approving onboarding paperwork for all new hires/re-hires;
- Monitor personnel budgets and submission of all Personnel Action Forms;
- Oversee the electronic RF timesheet submission (for bi-weekly payroll);
- Reconcile time & leave discrepancies;
- Prepare personnel budget and expense reports as needed;
- Review submitted journal entries by reporting staff and sign for approval;
- Work closely with internship programs to plan and schedule onboarding orientations;
- Provide guidance/training to programs regarding the time and leave system;
- Oversee all tasks and responsibilities of Coordinators reporting to them;
- Assist the Assistant Director of Personnel Services in setting up and monitoring efficient daily processes to make sure the work is properly prioritized and addressed in a timely manner;
- Fulfill other duties related to the personnel management of the division as assigned;

Other Duties

In addition to the above, the Supervisor of Onboarding and Internship Services will also be responsible for:

- Checking payroll every pay period and ensuring that all timesheets have been approved on time and accurately;
- Project annual personnel costs and maintaining salary history information on project employees;
- Review and sign retro PAFs and annual leave payouts prepared by reporting staff and update the PAF list each payroll

Qualifications

The ideal candidate will possess the following skills:

- Bachelor's degree, accounting or finance field preferred
- Prior payroll/fiscal management or related experience
- Understanding of basic accounting principles and financial acumen required
- Knowledge of Federal, State, and Local guidelines
- Prior supervisory experience of direct and indirect reports
- Intermediate to advance working knowledge of Excel
- Ability to communicate effectively across diverse populations both verbally and in writing
- Ability to work in a fast-paced environment, while handling multiple priorities, projects, and deadlines simultaneously
- Excellent organizational skills and a demonstrated ability to resolve problems professionally and efficiently
- Highest level of accuracy and confidentiality in all tasks; strong attention to detail
- Ability to collaborate constructively with team members, staff, and the Research Foundation of CUNY
- Ability to create and utilize metrics to drive performance, identify trends, and develop/implement process improvements, escalating issues and proposed solutions as appropriate
- A sense of urgency in solving customer requests to ensure timely resolution and an ability to work effectively under pressure
- Ability to coordinate the work of others on a team, as well as work independently

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.

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.

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