



Job Title	Personnel Coordinator
PVN ID	VA-2212-005283
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	
Status	Full Time
Annual Salary	\$50,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	May 01, 2023 (Or Until Filled)

## General Description

The City University of New York seeks a motivated and detail-oriented professional to assist as a **Personnel Coordinator**. 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 participants.

This 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 initiative will be coordinated in CUNY's Central Office of Academic Affairs.

### Duties & Responsibilities

#### Hiring and Personnel:

- Coordinate new hire process, ensuring compliance with all rules and regulations;
- 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

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### 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

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### Minimum Qualifications

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

- A bachelor's degree preferred;
- Two+ years' experience in program administration, student development or another relevant field;
- Experience with payroll, timesheets entry as well as facilitating group orientations preferred;
- 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;
- 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 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.

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.

**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.