
Job Title	Personnel Team Lead - Spring Forward
PVN ID	VA-2301-005326
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$58,500.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Jan 26, 2023 (Or Until Filled)

General Description

This Spring, CUNY students will prepare for their careers by interning in a job related to their major.

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 a motivated and detail-oriented professional to serve as the **Personnel Team Lead**. Reporting to the Supervisor of Onboarding and Internship Programs, the Personnel Team Lead will oversee the student onboarding, data entry & database management processes for student applicants, as well as the bi-weekly timesheet processing for all Spring internship participants.

This is a temporary position with an expected duration through June 2023 with the possibility of an extension.

Other Duties

- Will serve as the main point of contact to the program leadership team, ensuring deadlines are met and target goals are achieved;
- Manages the student on-boarding process;
- Trains and leads team ensuring that data collection and onboarding for over 650 applicants is completed on time and is accurately entered into the RFCUNY e-onboard system;
- Ensures the Personnel Team is reviewing and approving 650 intern timesheets each pay period for the

- duration of the internship;
- Ensures that communication with worksite managers is established at all phases of onboarding and timesheet processing;
- Process annual leave payout for program and Fiscal team staff;
- Work closely with program team to provide training material to campus partners;
- Ensures that all necessary HR and electronic files, folders, and processes for the program saved adhering to RFCUNY policies, procedures, and regulations;
- Manage all other personnel processes;
- Perform other duties within Personnel Services team, as assigned.

Qualifications

Minimum Qualifications

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

- A bachelor's degree required; an advanced degree in human resources or related field is a plus;
- Prior supervisory experiences required;
- Two+ years' 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;
- Demonstrated ability to work independently and lead a small team in a fast-paced and demanding work environment;
- 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 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.

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.

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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.