
Job Title	Personnel Coordinator
PVN ID	VA-2401-006095
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$53,000.00 - \$73,000.00
Hour(s) a Week	35
Closing Date	Mar 20, 2024 (Or Until Filled)

General Description

CUNY's Office of K16 Initiatives creates innovative pathways for young New Yorkers to envision and achieve success, by engaging strategic partners in confronting systemic educational inequities.

The CUNY Office of K16 Initiatives is seeking a dedicated and detail-oriented Personnel Coordinator to join our team. In this role, you will report to the Director of Budget and Administration and be responsible for collecting and submitting bi-weekly timesheets following established procedures as well as collaborating with the fiscal payroll team and program staff to resolve any issues related to timesheets promptly. You will support K16's twelve programs in recruitment and onboarding processes, including job postings, external job board advertising, creation of applicate spreadsheets, and other support for hiring committees. You will manage all PETS fingerprinting processes, averaging 300 per year, tracking and reconciling the usage of PETS discount codes by each applicant as well as collecting receipts from programs for PETS billing and providing training and clarity around processes to K16 program teams. Additionally, you will work in collaboration with the Director of Budget & Administration to maintain internal staff lists, an internal staff listserv, and a seating chart for communication and organizational purposes.

Other Duties

WORK RESPONSIBILITIES

- Using established procedures collects bi-weekly timesheets and meets internal deadlines for submitting timesheets and maintaining K16 staff records for approximately 100 staff.
- Support the Director of Budget & Administration with personnel budget projections.
- Collaborate with the fiscal payroll team and program staff to resolve issues related to timesheets.
- Support K16's twelve (12) programs in recruitment and onboarding processes, including job postings, external job board advertising, creation of applicate spreadsheets, and other support for hiring committees.

- Facilitate the onboarding process for new staff, collaborating with hiring managers to ensure a seamless transition. Additionally, contribute to effective offboarding practices for departing employees.
- In collaboration with the Director of Budget & Administration, maintain a staff list, internal staff listserv, and a seating chart of active K16 employees and supervisors for communication and organizational purposes.
- Shares staff time and leave reports, HR reminders, and RF/TL payroll calendars and deadlines.
- Manages all PETS fingerprinting processes (averaging 300 per year), tracking and reconciling the usage of PETS discount codes by each applicant, and collecting receipts from programs for billing. Working closely with the program teams to provide training and clarity around processes.
- Maintain a high level of customer service and promptly respond to staff inquiries.
- Participates in training and other professional development activities as assigned.
- Performs other duties as assigned.

Qualifications

Preferred Qualifications

- Bachelor's degree and two (2) years of relevant experience

Minimum Qualifications

- Associate degree and four (4) years of relevant experience.
- Experience with timesheet collection.
- Excellent oral and written communication skills. The ability to take initiative and work independently is necessary.
- Exceptional organizational skills and extreme attention to detail are essential.
- The ability to manage multiple priorities, take initiative, problem-solve, handle sensitive information, and maintain confidentiality with poise and discretion in a fast-paced environment is required.
- Excellent customer service and experience working collaboratively and cooperatively with a diverse community of staff, partners, and external constituents while exercising independent judgment is essential.
- Ability to evaluate the time-sensitivity of requests received and expedite accordingly.
- Proficiency in Google and Microsoft suite of programs and otherwise digitally literate and proficient.

Physical Requirements

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smartphones, photocopiers, filing cabinets, and other presentation materials
- This position is in a professional office environment and is currently hybrid, working 70% in person (7 days) in the office and 30% remotely (3 days) during every two-week payroll cycle. A laptop will 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, and sitting for prolonged periods.
- Ability to travel to other CUNY sites as needed.