



<b>Job Title</b>	Personnel Coordinator
<b>PVN ID</b>	VA-2402-006112
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

**Department**

<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$60,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 12, 2024 (Or Until Filled)

## General Description

---

The City University of New York seeks a motivated and detail-oriented Personnel Coordinator. Reporting to the Personnel Team Lead, the Personnel Coordinator will work with a team to onboard over 2,000 student interns, track student data, and coordinate the bi-weekly timesheet processing for all summer participants.

*This is a temporary position with an expected duration through August 2024, with the possibility of an extension.*

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 the 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 the program to prepare personnel expense reports as needed.

## Other Duties

---

**Data Tracking and Reporting:**

- Ensure accuracy and integrity of all program data;
- Compile required documentation for reports, supporting the program in all reporting needs;
- Other duties as assigned.

## Qualifications

---

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

- A bachelor's degree in a related field from an accredited institution (preferred) or equivalent combination of education and experience in lieu of a bachelor's degree.
- 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;
- 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 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.