
Job Title	Program and Human Resources Coordinator
PVN ID	VA-2407-006345
Category	Clerical/Office Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Career and Industry Partnership
Status	Full Time
Annual Salary	\$65,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Oct 16, 2024 (Or Until Filled)

General Description

The CUNY Office of Career and Industry Partnerships (OCIP) is dedicated to connecting academic pursuits with career preparation. OCIP works closely with industry and the public/nonprofit sectors to understand the skills required for the most in-demand jobs and trains City University of New York (CUNY) students in those skills to prepare them for early and sustained career success. OCIP's spectrum of programs, including its Corps programs, are designed to give students an advantage in the job market and build their skills through work-based learning.

In early 2016, the New York City Department of Cultural Affairs released a report entitled "Diversity in the New York City Department of Cultural Affairs Community," which concluded that the diversity of staff and leadership at City-funded non-profit cultural organizations does not reflect the demographic diversity of the City's population. CUNY Cultural Corps is one effort to diversify the cultural arts sector. CUNY Cultural Corps offers students paid, part-time professional learning experiences during the academic year in arts and cultural organizations throughout New York City.

Other Duties

CUNY Cultural Corps is looking to hire a full-time Program and Human Resources Coordinator. This person will oversee all aspects of payroll administration and reporting for the program. The coordinator will also play a programmatic role in planning, implementing, and supporting projects

Program management

- Collaborates with the Cultural Corps team to develop and improve the program's offerings to reach the goal of diversifying the arts and cultural sector.
- Communicate with students, employers, CUNY colleges, and other departments about various topics with an emphasis on payroll-related inquiries and requests.

- Check in with students and employers to support both stakeholders and ensure success.
- Recruit students and employers for program participation
- Supports students and employers to ensure success

Fiscal management

- Proactively leads and manages payroll and improves payroll processes as needed to streamline operations
- Coordinates the payroll onboarding process for Cultural Corps interns
- Coordinates and leads payroll orientations
- Creates dashboards and trackers to monitor program spending, completed hours, and earned intern wages
- Tracks and reports fiscal information to make sure program milestones are being met

Other

- Supports specialized fellowship projects and activities
- Collaborates with internal and external stakeholders to support program objectives
- Assists in developing and facilitating program workshops and events virtually or in-person
- Performs other duties as assigned

Qualifications

Minimum Qualifications

- A baccalaureate degree with at least one year of relevant experience, or an equivalent combination of education and experience.
- Demonstrated computer skills, especially in Microsoft Excel, and experience with standard desktop tools (e.g. Zoom, Slack, databases, and/or program management software) and willingness to learn new computer skills.
- Knowledge, professional stature, and demonstrated ability to work effectively with multiple stakeholders.
- Outstanding organizational, interpersonal, and communication skills.
- Ability to explain complicated processes clearly.
- Ability to set and meet deadlines.
- Excellent teamwork skills.
- Able to work independently, perform multiple tasks simultaneously, and work within a team environment with students, faculty, staff, and administrators.
- Available in the daytime as well as evenings/weekends if needed.

Physical Requirements

- Ability to work a hybrid schedule, 70% in-person in the department's Manhattan offices. Laptops and other equipment will be provided if necessary to support working remotely.
- Ability to travel to multiple sites throughout NYC.
- The employee may be required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, and sitting for prolonged periods.