



Job Title	Personnel Coordinator
PVN ID	VA-2508-006973
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	
Status	Full Time
Annual Salary	\$60,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Oct 14, 2025 (Or Until Filled)

General Description

The City University of New York (CUNY) is the nation's leading urban public university serving more than 540,000 students in matriculated degree, certificate, and continuing education programs at 24 colleges and institutions in New York City. The Office of Academic Affairs oversees a broad portfolio of programs at CUNY, all of them related to the university's mission of providing accessible, high-quality education to all New Yorkers, and of helping City residents to prepare for and succeed in college and careers. Many of the programs managed by this unit are offered at CUNY colleges; others are directly operated out of the Central Office of Academic Affairs. The unit is in part distinguished by its strong commitment to high-quality instruction and counseling for students, ongoing professional development for staff and instructors, data-driven program management and improvement, and rigorous evaluation of its programs and initiatives.

General Description

The Personnel Services Unit in the Fiscal Administration Department seeks a motivated and detail-oriented professional to serve as the Personnel Coordinator. Reporting to the Supervisor of Onboarding and Internship Programs, the Personnel Coordinator will oversee onboarding, data entry, and database management for all new hires and rehires, as well as bi-weekly timesheet processing for student internship participants in major internship programs.

Other Duties

- Support the internship onboarding process, including leading individual onboarding requests
- Coordinate with the Supervisor of Onboarding and Internship Programs to support the onboarding of Spring and Summer internship applicants in the RFCUNY e-onboard system
- Assist in training temporary staff and ensuring accurate data collection and entry
- Ensure timely submission of I-9 Part 2 forms, E-Verify cases, and all required documentation
- Maintain consistent communication with program managers throughout onboarding and timesheet

processing

- Collaborate with program teams to develop and deliver training materials and presentations for campus partners, agencies and intern participants
- Work closely with various RFCUNY HR departments to ensure onboarding paperwork, ePAF's and timesheets are processed in a timely manner
- Oversee the review and approval of internship participant timesheets each pay period for the duration of the internship
- Manage shared inboxes and shared drives (e.g., Dropbox, SpringForwardPay, CareerLaunchPay, OAAOnboarding)
- Ensure all HR and electronic files are organized and maintained in compliance with RFCUNY policies and audit requirements
- Assist by covering the responsibilities of the Supervisor and team members when necessary
- Attend staff meetings and trainings as required
- Perform special projects and other duties as assigned
- Create data reports as needed
- Track and update onboarding spreadsheets
- Collect and organize documentation for auditing purposes
- Other duties as assigned

Qualifications

Minimum Qualifications

- A bachelor's degree in relevant field
- Two or more years of experience in program administration, student development, or a related field
- Strong verbal and interpersonal communication skills with a focus on client service
- Demonstrated ability to interact effectively with a diverse community of students, faculty, staff, and external partners
- Demonstrated ability to work independently and collaboratively in a fast-paced environment
- Strong judgement and problem-solving skills
- Proficiency in Microsoft Excel and other standard office software
- Strong organizational skills and attention to detail, with the ability to manage multiple assignments and meet deadlines

Preferred Qualifications

- Experience with payroll, timesheet entry and facilitating group orientations
- Familiarity with RFCUNY's e-onboarding and time and leave systems
- Experience with I-9 and E-Verify processes
- Experience working in a team-oriented, outcomes focused environment

Work Environment and Physical Requirements

- This position is based in a professional office environment and follows a hybrid work schedule: 70% in-person (7 days) and 30% remote (3 days) during each two-week payroll cycle
- A laptop and other necessary equipment may be provided to support remote work
- While performing these duties, the employee may be required to:

- Sit for extended periods
- Use a computer and other office equipment
- Occasionally lift or move items up to 20 pounds
- Reasonable accommodations will be provided to individuals with disabilities or other needs in accordance with RFCUNY policies and applicable laws
- Ability to travel to other CUNY sites as needed

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.