



Job Title	HR/Payroll Coordinator
PVN ID	VA-1702-001666
Category	Clerical/Office Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Internship Programs
Status	Full Time
Annual Salary	\$40,000.00
Hour(s) a Week	35
Closing Date	Apr 08, 2017 (Or Until Filled)

General Description

The City University of New York (CUNY), in partnership with various New York City government agencies, offers students the opportunity to gain hands-on experience working at a New York City agency or New York City public school. CUNY Internship Programs is designed to provide City agencies and schools with high-quality interns from CUNY colleges, and in turn provide CUNY students with valuable paid work experience in their field of study.

CUNY Internship Programs is seeking an organized and self-motivated individual with excellent attention to detail and strong Excel and interpersonal skills to help support program stakeholders. Reporting to the Program Manager, the HR/Payroll Coordinator will assist in carrying out most of the program's HR and Payroll activities; including payroll reconciliation and intern onboarding.

Applications without cover letters will not be considered.

Payroll:

- Coordinate and assist program coordinator with submission of 500+ time sheets from interns and timekeepers bi-weekly; track intern time worked against expected hours and follow up with students lagging in attendance; respond to questions and concerns regarding payroll and time sheets.
- Communicate with the Human Resources Department to ensure the integrity of the payroll data including data related to new hires, terminations, transfers and rate changes. Make updates as necessary.

Hiring and Personnel Actions:

- Assist program coordinators with new hire paperwork and new hire orientations; issue disciplinary actions as needed and provide guidance to interns during onboarding process.

Data Tracking and Reporting:

- Complete data entry and maintenance, ensuring accuracy and integrity of all project data; maintain online e-file system and databases
- Interface with Interns, school staff, and RF CUNY staff; provide customer service to all project participants; troubleshoot situations as they arise; act as primary contact for interns and supervisors; train agency supervisors in using the time/leave system and program rules and regulations.

Other Duties

Other duties as assigned.

Qualifications

- Associate's Degree required, Bachelor's Degree preferred.
- Two+ years' experience in human resources, student development, workforce development, staffing or another relevant field.
- Exceptionally detail-oriented and organized, with the ability to manage multiple assignments and meet deadlines.
- Excellent verbal, written, and interpersonal communication skills, with a customer-focused approach to working and comfort communicating with college students.
- Demonstrated ability to work independently and collaboratively with diverse populations in a fast-paced and high-volume work environment.
- Ability to exercise sound judgment and think on one's feet to quickly analyze and solve problems.
- Expert user of all MS Office products, Excel in particular, and aptitude to quickly pick up new systems.
- Knowledge of any of the following a plus: the CUNY system, the Department of Education, NYC geography.