

<b>Job Title</b>	Payroll and Recruitment Coordinator
<b>PVN ID</b>	PS-2405-006279
<b>Category</b>	Administrative Services
<b>Location</b>	CUNY SCHOOL OF PROFESSIONAL STUDIES
<b>Department</b>	CUNY School of Professional Studies
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$65,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 21, 2024 (Or Until Filled)

## General Description

As New York's leader in online education since 2006, the CUNY School of Professional Studies (CUNY SPS) offers the most [online](#) bachelor's and master's degree options at the City University of New York, and serves as the University's only undergraduate all-transfer college. With 24 [degrees](#) and numerous other non-degree and grant-funded workplace learning programs, CUNY SPS meets the needs of adults who wish to finish a bachelor's degree, progress from an associate's degree, earn a master's degree or certificate in a specialized field, and advance in the workplace or change careers.

Consistently ranked highly by [U.S. News & World Report](#) for its quality online offerings, and noted for its soaring growth and enrollment, CUNY SPS has emerged as a nationwide leader in online education. The School's renowned and affordable online programs—which offer in-state tuition to all students regardless of where they live—ensure that busy working adults may fulfill their educational goals on their own time and schedule.

Within and created at the same time as CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom workplace learning programs to help organizations achieve their goals. We are experts in research-based learning practices, online as well as in-classroom curriculum development and implementation. We are uniquely positioned to respond to organizational learning needs and support change management initiatives swiftly and effectively.

*CUNY SPS partners with Administration for Children's Services (ACS) to develop professional learning opportunities for child welfare and juvenile justice professionals. The collaboration between the two organizations has formed the ACS Workforce Institute (ACS WI). The ACS Workforce Institute (WI) is a state-of-the-art professional development institute that strengthens skills and provides support to child welfare and juvenile justice frontline staff as they strengthen and support New York City's families and children. <https://www.nycacstraining.org>*

### Description:

Reporting to the Deputy Director of Budget and Scope Management, the Payroll and Recruitment Coordinator

will join a team that provides fiscal and administrative support to the overall ACS WI team and work collaboratively with the SPS Grant Office and various ACS WI workstreams.

## Other Duties

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- Work closely with SPS HR Manager and ACS Admin Manager to support the New Hire onboarding process and ensure a positive onboarding experience.
- Prepare New Hire paperwork under RFCUNY and ACS WI guidelines.
- Review and bi-weekly timesheet and ensure accuracy. Collaborate with the SPS Payroll Manager to troubleshoot timesheet errors.
- Coordinate staff anniversary and performance appraisal.
- Maintain staff roster and update data with salary or wage adjustments.
- Generate various personnel reports as needed.
- Provide operational support for recruitment, including job description preparation, job posting via internal and external sites, sourcing resumes, scheduling interviews, conducting reference checks, etc.
- Conduct initial phone screenings with selected candidates and evaluate applications based on job requirements and applicant qualifications as needed.
- Serve as the primary point of contact for HR/Payroll-related questions or direct the questions to appropriate parties.
- Other duties as assigned.

## Qualifications

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- Bachelor's degree required.
- A minimum 2-year experience in payroll processing is required.
- Experience in schools and/or non-profit administration a plus.
- Experience in recruiting for a training program is a plus.
- Excellent and professional communication (verbal and written) skills.
- Proficiency in Microsoft Office Suite, especially Excel.
- Exceptional analytical problem-solving skills and collaboration skills.
- Strong logical thinking, decision-making, and problem-solving skills.
- Customer service focus, ability to multi-task, comfortable working in a fast-paced environment, ability to work across staffing lines from managers to directors.

Diversity is a core value at the Office of Professional Education and Workplace Learning (PEWL) at the CUNY School of Professional Studies (CUNY SPS). We are passionate about building and sustaining an inclusive and equitable working and learning environment for all students, staff, and faculty and believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.