



Job Title	Personnel Services Coordinator
PVN ID	VA-2408-006380
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	
Status	Full Time
Annual Salary	\$55,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Dec 10, 2024 (Or Until Filled)

General Description

The Personnel Services Coordinator is a position under the Office of Academic Affairs. We are seeking an individual with strong interpersonal skills, who loves communicating with people and who takes pride in providing the best customer service. The Personnel Services Coordinator's main responsibility is to support the Personnel Services unit with their day-to-day operations by meeting with new hires/re-hires, process their onboarding paperwork and I9, modify ePAF's in preparation for payroll, process bi-weekly payroll by entering timesheets, process annual leave payouts, and take care of any program inquiries in relation to payroll and/or onboarding.

Reporting to the Supervisor of Onboarding and Internship Programs, the Coordinator's duties and responsibilities will include, but are not limited to the following:

Hiring and Personnel:

- Coordinate new hire process, ensuring compliance with all RFCUNY rules and regulations.
- Prepare process all new hire/re-hire packets via the electronic RFCUNY onboarding system.
- Conduct New Hire/Re-hire Orientations and process new I9's, updating I9's or Reverification I9's.
- Communicate with programs regarding their onboarding requests and communicate with new hires/re-hires regarding the onboarding process.
- Oversee onboarding email inbox and respond to onboarding inquiries.
- Maintain calendar of onboarding appointments.
- Update onboarding tracker with dates of onboarding orientation appointments, documentation needed and processing status of packets.
- Update and maintain spreadsheets of individual new hire/re-hire orientations as well as group onboarding orientations.
- Completes other duties as assigned.

Other Duties

Payroll:

- Modify ePAF's in preparation for bi-weekly payroll.
- Terminate ePAF's for end-of-appointments, resignations, or terminations.
- Resolve payroll discrepancies i.e. missing paychecks, retroactive payments, etc.
- Process annual leave payouts, payroll transfers and retroactive increases as needed.
- Assist payroll team with ePAF modifications and timesheet entries as needed.
- Completes other duties as assigned.

Support:

- Serve as a substitute coordinator, stepping in to cover for team members during their absence.
- Adapt to changing responsibilities as needed, providing seamless support across teams.
- Collaborate with team leaders, members and programs to understand and fulfill the requirements of each role being covered.
- Maintain comprehensive knowledge of unit processes and procedures to effectively perform in different capacities.
- Communicate effectively with programs and team members to address urgent issues during coverage periods.
- Document and report on activities and outcomes during periods of substitution, ensuring smooth transition back to the original team member.

Other:

- Prepare reports as needed.
- May assist with data entry via Access database.
- Assist with projects as needed.

Qualifications

- Bachelor's Degree preferred, or equivalent education and experience in a related field.
- Two+ years' experience in human resources, payroll, student development, staffing or other relevant field
- Excellent verbal, written, and interpersonal communication skills, with a customer-focused approach to working and comfort communicating with people at all levels.
- Demonstrated ability to work independently and collaboratively with diverse populations in a fast-paced and high-volume work environment.
- Experienced user of all MS Office products, Excel in particular, and aptitude to quickly pick up new systems.
- Proven ability to be detail-oriented, organized, and capable of coordinating multiple assignments and meeting deadlines.
- Ability to maintain strict confidentiality on all onboarding and payroll related matters.
- Be a team player, ready to take initiative and support unit with other projects.

Physical Requirements

- This is a 70/30 hybrid position, subject to change. Remote work arrangements are not a right or

entitlement of employment and, as such, are discretionary and subject to operational needs unless otherwise provided by the CUNY Flexible Work Guidelines.

- 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.
- Ability to travel to other CUNY sites as needed.