



Job Title	Personnel Coordinator
PVN ID	VA-2409-006468
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	OAA
Status	Full Time
Hourly Rate	\$30.22-\$32.97
Hour(s) a Week	35
Closing Date	Nov 20, 2024 (Or Until Filled)

General Description

The Personnel Services unit in the Fiscal Administration Department at OAA, seeks a motivated and detail-oriented temporary Personnel Coordinator. Reporting to the Personnel Team Lead, the Personnel Coordinator will work to onboard over 1,000 student interns, track student data, and coordinate the bi-weekly timesheet processing for all Spring Forward 2025 program participants.

This is a temporary position with an expected duration through May 2025, with the possibility of an extension.

Hiring and Personnel:

- Coordinate new hire/re-hire onboarding and I-9 process, ensuring compliance with all rules and regulations.
- Always maintain confidentiality and discretion when handling sensitive personnel information and documentation for program participants
- Prepare and process all new hire/re-hire packets/wage letters.
- Respond to inquiries via Spring Forward Pay inbox regarding RFCUNY employment policies and procedures, e.g. paperwork status, trainings, etc.

Payroll:

- Conduct the bi-weekly review and approval of timesheets.
- Reconcile timesheet discrepancies.
- Respond to participants and program questions and concerns regarding payroll and timesheets.
- Responsible for ePAF modifications and maintenance in accordance with schedule and budgetary restrictions.

Other Duties

Data Tracking and Reporting:

- Ensure accuracy and integrity of all program data;
- Prepare reports as needed.

Other:

- Perform special projects and other duties as assigned.

Qualifications

Minimum Qualifications:

The successful candidate will have the following knowledge, skills, and abilities:

- A bachelor's degree in a related field from an accredited institution (preferred) or equivalent combination of education and experience in lieu of a bachelor's degree.
- Strong verbal and interpersonal communication skills with a focus on providing excellent client services.
- Demonstrated ability to interact effectively and collaboratively with a diverse community of students, faculty, program staff and external partners;
- Ability to exercise good judgement and apply problem solving skills;
- Strong computer proficiency using standard office software programs, in particular Microsoft Excel;
- Proven ability to be detail-oriented, organized, and capable of coordinating multiple assignments and meeting deadlines.

Preferred Qualifications:

- Two+ years' experience in program administration, student development or another relevant field
- Experience with payroll, timesheet tracking as well as facilitating group orientations.
- Experience with RFCUNY's e-onboarding and time and leave system is a plus.
- Experience with I9 and E-Verify a plus.
- Experience working collaboratively in a team oriented and outcomes focused environment.

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. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- 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.

