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<b>Job Title</b>	Personnel Coordinator
<b>PVN ID</b>	VA-2501-006681
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	OAA - Fiscal Administration
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$60,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 28, 2025 (Or Until Filled)

## General Description

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### Mission

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 25 schools 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 at OAA seeks a motivated and detail-oriented **Personnel Coordinator**. Reporting to the Personnel Team Lead, the Personnel Coordinator will work with a team to onboard over 2,000 student interns, track student data, and coordinate the bi-weekly timesheet processing for all summer participants.

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

### Duties & Responsibilities

#### Hiring and Personnel:

- Coordinate new hire/rehire 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 new hires and rehires.

- Prepare and process all new hire/re-hire paperwork.
- Respond to inquiries regarding employers/supervisors' policies and procedures of the program, e.g. approving payroll, time and leave requests, etc.

## Other Duties

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### **Payroll:**

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

### **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.
- Manage email inbox for Personnel Services team and respond to requests in a timely manner.

## Qualifications

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

### **Minimum Qualifications:**

- Two+ years' experience in program administration, student development or another relevant field.
- 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, particularly Microsoft Excel.
- Proven ability to be detail-oriented, organized, and capable of coordinating multiple assignments and meeting deadlines.

### **Preferred Qualifications:**

- 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.
- Experience with payroll, timesheets entry 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. Laptop may be provided if needed to support working remotely.
- 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.