

Job Title	Personnel Coordinator (Temporary)
PVN ID	VA-2510-007054
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 01, 2025 (Or Until Filled)

General Description

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 Supervisor of Onboarding and Internship Programs, the Personnel Coordinator will work with a team to onboard over 1,000 student interns, track student data, and coordinate the bi-weekly timesheet processing for all internship participants.

This is a temporary position with an expected duration through April 2026, 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.

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.

Other Duties

Data Tracking and Reporting:

- Ensure accuracy and integrity of all program data.
- Compile required documentation for reports, supporting program in all reporting needs.

Other:

- Perform special projects and other duties as assigned.
- Provide support to other teams within the Personnel Services Unit as needed.
- Manage email inbox for Personnel Services team and respond to requests in a timely manner.
- Other duties as assigned.

Qualifications

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

Work Environment and Physical Requirements

- This position is based in a professional office environment and follows a hybrid work schedule: 70% in-person (7 days) and 30% remote (3 days) during each two-week payroll cycle
- A laptop and other necessary equipment may be provided to support remote work
- While performing these duties, the employee may be required to:
 - Sit for extended periods
 - Use a computer and other office equipment
 - Occasionally lift or move items up to 20 pounds
- Reasonable accommodations will be provided to individuals with disabilities or other needs in accordance with RFCUNY policies and applicable laws
- 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.