Job Title: HR Generalist

Job ID: 21611

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island is one of the 11 senior colleges of the 25 colleges and institutions that comprise The City University of New York (CUNY). The three schools and two academic divisions of the College serve more than 13,000 students and offer a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's, certificates, professional doctorate degrees, and PhD degrees through The CUNY Graduate Center. CSI's internationally recognized faculty passionately engages in scholarly and artistic activities, and together with a strong professional staff, provides transformational learning experiences both inside and outside the classroom for the diverse student body. The 204 acre park-like Willowbrook campus incorporates a residential component, and in 2017 the College expanded its institutional footprint and accessibility with the opening of the St. George location in the heart of Staten Island's economic renaissance on the north shore of the Island. The College is a hub of intellectual and artistic activity, and is committed to its role as an anchor institution and community partner including for economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the HR Manager, the HR Generalist:

- Actively participates in the day-to-day operations of the benefits area, which may include Plan (medical, dental, vision, prescription, etc.) administration orientation, Family Medical Leave, Workers’ Compensation, benefit audits, reporting, data input and integrity.
- Assists with preparing communications and educational materials regarding the benefits package and HR operational initiatives.
- Provides administrative support to the HR Recruiting Manager in regards to the Planning, Budget, Searching, Screening and Selection process.
- May assist in responding effectively to all unemployment claims and liaise with campus payroll for additional information when applicable.
- Manages applicable tracking spreadsheets and reports to ensure all data is up-to-date and easily accessible for HR Staff.
- Prepares routine correspondence, electronic materials and documents.
- Provides administrative support for all employee activities, including Employee Recognition Program, Employee Benefits Fair, Open Enrollment, HR Newsletter, Professional Development, Workplace Violence, and E-Sparc Training.
- Performs other duties as assigned.

QUALIFICATIONS

Bachelor's degree and four years' related experience required.

Preferred qualifications include:
- Knowledge of Human Resources principles and practices highly desired.
- Proficiencies in MS Office applications including Word, Excel, PowerPoint, Outlook and Access. Working knowledge of an HRIS preferred.
- Demonstrated ability to multi-task in a high-pressure, fast-paced work environment while maintaining high standards of quality and interpersonal communication.
- Ability to effectively present information and respond to questions from management and support staff, verbally, in writing and electronically.
- Must be very well organized with high-level ability to plan, prioritize, and take initiative to see multiple ongoing projects and assignments to completion.
- High degree of judgment, tact, discretion and professionalism and confidentiality of documents and communications involving the HR office.
- Meticulous attention to detail and accuracy in matters of proofreading and document processing.
- Strong work ethic; commitment to completing work on a timely basis.

CUNY TITLE OVERVIEW

Administers various Human Resources functions and programs for one or more employee group(s) exercising discretion and independent judgment.

- Oversees two or more human resources functions for an employee group, such as, but not limited to, staffing, recruitment, employee relations, appointment administration, compensation, human resource information systems (HRIS), training and development, benefits, and/or administration of HR policies, procedures, and programs.

- Ensures human resources functions, programs, and actions are in compliance with university rules and regulations, collective bargaining agreements, employment laws, and college policies and procedures.

- Interprets and provides professional counsel and advice to employees and managers on HR programs and policies, CUNY rules, collective bargaining agreements, and applicable employment laws. Researches and resolves multifaceted human resources issues.

- Recommends new approaches, best practices, policies, and systems to improve office efficiency and services provided.

- Performs related duties as assigned.

CUNY TITLE

Higher Education Assistant

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit https://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

January 23, 2020

JOB SEARCH CATEGORY
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.