Job Title: HR Coordinator

Job ID: 25595

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

Provides information and services to the College community to support the Human Resources function.

- Prepares and executes various personnel transactions involving employee recordkeeping, processing of new hires, pay administration, and recruiting

- Maintains an understanding of policies, procedures, regulations, and collective bargaining agreements relevant to human resources

- Organizes and processes employee information; develops and maintains reports and queries; assures data accuracy and completeness

- Responds to requests for information; troubleshoots issues, follows up and responds to employee inquiries

- Assists HR managers with employee communications of all kinds; may prepare materials, conduct orientation sessions, or update web pages

- Performs related duties as assigned.

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CONTRACT TITLE

Assistant to HEO

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers 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 and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and
source of 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 Benefits Manager, the HR Coordinator:

- Performs all administrative functions required in the time-keeping systems including working on various annual timekeeping projects which include the Catastrophic Sick leave open enrollment, CUNY Financial report, Employee Leave balance memos.
- Reviews, analyzes and verifies timekeeping and payroll reports for accuracy; makes necessary adjustments or corrections by following established procedures.
- Interprets and maintains an in-depth understanding of CUNY’s rules and regulations, collective bargaining agreements to be able to investigate and troubleshoot employee inquiries, compile data and prepare reports as they relate to timekeeping.
- Prepares the skilled trades monthly annuity reporting to Central office ensuring employees are receiving the correct annuity fund contribution.
- Serves as a resource to departments to assist with any issues associated with time clocks, punches or PTO. Contacts departments for necessary timesheet corrections.
- Works with the HR Manager as it relates to Time & Leave to ensure proper calculations and investigates discrepancies.
- Assists the HR Manager in maintaining leave of absence spreadsheets.
- Creates Personnel Actions Forms (PAF) for HR transactions.
- Sends out leave of absence forms to employees such as COBRA packages, Workers’ Compensation forms, and Family Medical Leave of absence forms.
- Follows up with employees on doctors’ notes, leave of absence forms, Workers Compensation forms etc.
- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

Bachelor's Degree required.

**OTHER QUALIFICATIONS**

Preferred qualifications include:

- Two years' experience working in Human Resources
- Proficiencies in MS Office applications including Word, Excel, PowerPoint, Outlook and Access.
- 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.
- Strong analytical skills and very well organized with a high-level ability to plan, prioritize and take initiative to see multiple ongoing projects and assignments to completion.
- High degree of judgement, tact, discretion, professionalism and confidentiality of documents and communications involving the HR office.

**COMPENSATION**

$44,411

**BENEFITS**
CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, please visit http://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.

**Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office. All CUNY employees must reside within a commutable distance to the tri-state area.

CLOSING DATE

November 9, 2022

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.