

Job Title: HR Specialist

Job ID: 30296

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

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 Human Resources Managers, the HR Specialist:

- Provides administrative support to the HR Benefits Manager by assisting in the day-to-day benefits administration which may include Plan administration, FMLA, Workers' Compensation, benefit audits, tuition waivers, and reporting, data input and integrity. Conducts benefit orientation, counsels and assists staff on policy procedures related to leaves such as FMLA, Paid Parental leave, Paid Family leave, Catastrophic and Dedicated sick leave plans.
- Provides administrative support to the HR Recruiting Manager in regards to the Planning, Budget, Searching, Screening and Selection process. Uploads and maintains recruiting information into CUNY's Talent Acquisition Management platform. Reviews all new hire paperwork to ensure accuracy and completeness. Confirms employment eligibility and degree credentials using Degree Verify and E-Verify. Schedules and conducts on boarding meetings with new hires. Assists and provides guidance to hiring managers across campus regarding recruitment, on boarding, offboarding/exit process.
- Assists with the annual employee evaluation and reappointment process of employees.
- Complete Department of Labor unemployment claims and liaise with campus departments for additional information when applicable.
- Maintains spreadsheets to track and process level changes, service increments and longevity differentials/increments for all classified staff (blue/white collar, managerial). Maintains spreadsheets and process uniform allowances for Classified staff.
- Develops an in-depth knowledge of CUNY policies & procedures to effectively communicate guidelines when responding to daily employee and management inquiries.
- Provides administrative support for all employee activities, including Employee Recognition Program, Employee Benefits Fair, HR Newsletter, etc.
- Performs other duties as assigned.

QUALIFICATIONS

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

Preferred qualifications include:

- At least three years experience in Human Resources is highly desired.
- At least two years experience with talent acquisition and/or benefits administration experience 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

Develops and administers processes and policies regarding Human Resources.

- Advises employees and managers on Human Resources policies and guidelines; provides a high level of customer service in assisting members of the College community

- Supervises and administers one or more human resources programs such as recruiting, pay administration, employee orientation, employee benefits, data entry and recordkeeping, and performance appraisal/reappointment practices

- Maintains an in-depth understanding of CUNY rules and regulations, relevant laws and guidelines, collective bargaining agreements, and College policies, and applies these to his/her areas of responsibility

- Investigates regarding sensitive employee issues or complaints

- Helps create innovative communications such as manuals, web pages, or employee meetings and provides these to the College community

- Performs related duties as assigned.

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CUNY TITLE

Higher Education Assistant

FLSA

Non-exempt

COMPENSATION AND BENEFITS

\$52,267 - \$62,411

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.

*CUNY is in the process of implementing salary schedule increases. Once implemented, salaries of eligible employees will be adjusted by 6.09% with additional increases of 3.25% effective 9/1/2025 and 3.5% effective 9/1/26, in accordance with the terms of the PSC-CUNY collective bargaining agreement.

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.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

CLOSING DATE

June 8, 2025

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

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.