

Job Title: HR Coordinator  
Job ID: 32175  
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 Assoc Director of Human Resources, the HR Coordinator is responsible for the accurate, consistent, and independent handling of timekeeping, leave, and payroll-related transactions in accordance with CUNY policies and collective bargaining agreements. This position requires strong analytical ability, proven quantitative and numerical accuracy, and sustained attention to detail over time:

- Performs administrative and data processing functions in HR time-keeping systems, including entering, updating, auditing and maintaining employee time and leave records.
- Maintains an in-depth working knowledge of CUNY policies and collective bargaining agreements as it relates to time and leave.
- Independently reviews, analyzes, and processes biweekly time and leave data (overtime, differentials etc.) for payroll processing to ensure that payroll calculations are accurate, consistent, and compliant with contractual rules and CUNY policies.
- Applies time off accrual and eligibility rules consistently across similar scenarios and over time, demonstrates sustained understanding.
- Performs routine tardy exception reports and with minimal supervision reviews, analyzes, and processes biweekly time and leave data (overtime, lost time differential) for payroll processing to ensure that payroll calculations are accurate
- Runs routine audit reports to detect errors in time and leave records, investigate any discrepancies, and implement accurate corrective actions.

- Produces and maintains accurate time and leave documentation, including ad hoc reports, memoranda, leave tracking spreadsheets, etc.
- Supports the college's transition to new HRIS systems and processes, including assisting with data cleanup and testing activities related to CUNYWork. Serves as a resource to colleagues by sharing knowledge and supporting training efforts, and act as a point of contact for questions and system updates.

## **MINIMUM QUALIFICATIONS**

Bachelor's Degree required.

## **OTHER QUALIFICATIONS**

Preferred qualifications include:

- Minimum of two years of experience working in Human Resources, including timekeeping, payroll, or leave administration.
- Proficiency in Microsoft Office applications, including strong Excel skills (formulas, dataset management, spreadsheet functions, and pivot tables).
- Experience with HRIS systems such as PeopleSoft and/or Workday preferred.
- Strong analytical, organizational, and communication skills, with the ability to review and reconcile data, manage multiple priorities in a fast-paced environment, and exercise sound judgment, professionalism, and confidentiality.

## **CUNY TITLE OVERVIEW**

- 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.

Job Title Name: HR Coordinator

## **CONTRACT TITLE**

Assistant to HEO

## **FLSA**

Non-exempt

## **COMPENSATION**

\$54,725

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.

\*Salaries will be adjusted by 3.5% effective 9/1/26, in accordance with the terms of the PSC-CUNY collective bargaining agreement.

## **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.

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

## **CLOSING DATE**

May 29, 2026

## **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.