Job Vacancy Notice

Job Title: HR Coordinator
Job ID: 17259
Location: CUNY School of Law
Regular/Temporary: Regular

POSITION DETAILS
Reporting to the Human Resources Manager at the CUNY School of Law, the Human Resources Coordinator's duties will include but are not limited to the following:

- Support the Human Resources Manager to administer recruitment and hiring processes for all employee groups
- Provide support to hiring committees throughout the recruitment process; process recruitment plans, post advertising, schedule interviews, process applicant data in CUNYFirst, etc.
- Coordinate the charging of all hiring committees by the Chief Diversity Officer
- Support the on-boarding and off-boarding process
- Provide customer service to employees and provide information on various Human Resources policies and procedures
- Produce various reports to be used by the HR Office, Chief Diversity Officer and Senior Level Management

QUALIFICATIONS
Bachelor's Degree required.

Experience in an office environment preferred.

The chosen candidate will have a high level of proficiency with MS Office (Excel and Word in particular) as well as strong verbal and written communication skills, good organizational skills and the proven ability to work in a fast paced environment.

Experience using PeopleSoft is preferred.

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

CUNY TITLE
Assistant to HEO

FLSA
Non-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, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select “Apply Now” and provide the requested information.

CLOSING DATE
Resumes accepted until September 24, 2017.

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.