Job Description

Job Title: Human Resources Coordinator
Job ID: 14490
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The Human Resources Department contributes to the Hostos Community College's stated mission through the proper and careful selection, training, motivation, and utilization of human capital.

In addition to the overview duties, the Human Resources Coordinator will also be responsible for the following:
- Coordinates professional development and management training; conducts outreach to employees in determining training needs.
- Performs tasks related to employee recognition programs/events.
- Coordinates HR related training to include professional development and leadership.
- Assists with records maintenance in accordance with the CUNY records retention policy.
- Assists in the processing of personnel actions for new hires and current employees; ensures compliance to CUNY contracts, policies and regulations when needed.
- Participates in special projects as assigned by the Director.

QUALIFICATIONS

Bachelor's Degree required.

Preferred Qualifications:
- Two years of Human Resources experience
- Ability to multi-task and adapt to new processes
- Excellent oral and written communication skills
- Proficiency in computer applications including Microsoft Office

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

$35,576 - $41,623; 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

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter, and the names, addresses, and telephone numbers of three professional references.

CLOSING DATE

March 23, 2016

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.