

Job Description

Job Title:	Human Resources Coordinator
Job ID:	12648
Location:	Hostos Community College
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.

Job Title Name: HR Coordinator

CONTRACT TITLE

Assistant to HEO

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

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

In addition to the duties listed above, the Human Resources Coordinator will also be responsible for the following:

- Processes personnel actions for new hires and current employees; ensures compliance to CUNY contracts, policies, and regulations.
- Coordinates professional development and management training; conducts outreach to employees in determining training needs.
- Assists with records maintenance in accordance with the CUNY records retention policy.
- Participates in special projects as assigned by the Director.

MINIMUM QUALIFICATIONS

Bachelor's Degree required.

OTHER QUALIFICATIONS

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

COMPENSATION

\$35,576 - \$41,623

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

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

Open until filled with review of resumes to begin March 30, 2015.

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.