Job Vacancy Notice

Job Title: Human Resources Coordinator
Job ID: 23004
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 and fosters a diverse work environment where employees are valued and appreciated for their individual contributions.

Reporting to the Associate Director for Benefits and Operations, the HR Coordinator will be responsible for the following:
- Assists with the overall benefit administration, and provides employees with information regarding benefits.
- Coordinates benefits processing in Payroll systems and other University systems.
- Serves as initial contact person to assist employees with benefits plan provisions, eligibility, and procedures, and processes related transactions with providers, vendors and payroll on behalf of the Benefits Officer.
- Maintains accurate, confidential employee records.
- Assists with the coordination of on-boarding orientations.
- Process Health benefit enrollments and changes using NYCAPs system, enter supplemental plan enrollment/changes using the City Payroll Management System (PMS).
- Process Welfare Fund, Transit Benefits, and College Savings enrollments and changes.
- Process Worker’s Compensation and Unemployment Insurance cases.
- Assists the Associate Director of Benefits in the collection of data for external reports, develop and produce reports and queries assuring data accuracy, integrity and completeness.
- Coordinates the management of Faculty Portfolio from storage, review, update and distribution.
- Coordinates the digital imaging of personnel files.
- Serves as backup for payroll processing of part time staff.
- Essential duties require on campus presence.
- May supervise staff as needed.

QUALIFICATIONS
Bachelor's Degree required.

The following qualifications are preferred:
- Experience working in a higher education setting.
- Experience with PeopleSoft applications such as CUNYfirst and NYC Payroll Systems.
- Knowledge of current federal, state, and local laws and regulations regarding employment, benefits, and retirement savings plans.
- Ability to exercise extreme confidentiality.
- Ability to prioritize competing or simultaneous urgent tasks and projects.
- Proficiency with Microsoft Office Suite.
- Availability to work evenings and weekend hours when required.

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 up to a maximum of $49,745.

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 navigate to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter, and three professional references.

CLOSING DATE
December 7, 2021

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.