

Job Title: Human Resources Generalist

PVN ID: N/A

Location: College of Staten Island

Division: Economic Development and Community Partnerships

Department: Auxiliary Services

Status: Part Time

Salary: \$28 per hour

Remote/Hybrid/In-Person: Fully In-Person

Schedule: 20-25 hours per week

Preferred Schedule:

Monday 9am-1pm (4 hours)

Tuesday 9am-5pm (7 hours, 1-hour break)

Thursday 9am-5pm (7 hours, 1-hour break)

Friday 1pm-5pm (4 hours)

General Description

Grounded in the Liberal Arts tradition, the College of Staten Island (CSI) is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

The College of Staten Island Auxiliary Services Corporation, Inc. (CSI-ASC), incorporated in 1977, is a nonprofit corporation established by and for the benefit of the College of Staten Island of the City University of New York. CSI-ASC is governed by the Not-For-Profit Corporation Laws of the State of New York. The mission of the CSI Auxiliary Services Corporation is to support the College of Staten Island by providing services and products that meet the needs and expectations of the students, faculty, staff and visitors of the college. Central to this effort is the ability to recognize the diverse constituent population of the college and to maximize customer satisfaction while maintaining the financial integrity of the corporation.

CSI ASC includes a diverse group of revenue-generating business enterprises that directly support student life, student success, and the faculty and staff of the college.

CSI ASC is currently seeking a human resources generalist who is passionate about recruiting, developing talent, and providing administrative services through our division's policies and procedures. The ideal candidate will be responsible and reliable, and willing to regularly contribute to growing and improving our staff and the working environment. We expect applicants to have knowledge of various HR functions and administrative responsibilities.

This position will be funded through the Auxiliary Services Corporation of the City University of New York, reporting to the Division of Economic Development, in the Office of Budget, Finance and Administration, and under the direct supervision of our Senior HR Generalist. Job duties include but not limited to:

- Manage all stages of recruitment and hiring, including creation and submission of PVN's; charge and coordination of search committees; maintain and file all documents relating to search including diversity and compliance documentation; interviewing of candidates; and performing reference and background checks.
- Provides advice to management regarding adherence to applicable federal, state, and local laws, as well as policies and procedures and collective bargaining agreements; identifies innovative solutions and options to address complex human resource management issues.
- Manage, process, and file all personnel action forms including new hire, re-hire, re-class, and termination paperwork.
- Act as liaison for benefits which will require candidate to maintain expert and up to date knowledge on employee benefits for all units of the division; applies to varying contracted titles and funding sources.
- Manage ASC payroll system and lead necessary system updates as needed.
- Manage payroll and time and leave accruals, including collection and submission of time sheets, tracking employee hours, and tracking sick and annual leave accruals.
- Routinely communicate with employees on benefits and leave balances.
- Meet and consistently communicate with leadership team regarding updates to policy and procedures as well as confidential employee situations.
- Ensure 100% compliance with yearly evaluations and professional development.
- Responsible for development and management of professional development, evaluating the effectiveness of training programs, and assist with live training programs.
- Routinely perform compensation and job analysis.
- Bridges management and employee relations by addressing demands, grievances or other issues and serves as mediator in disciplinary meetings.
- Provides administrative support for the ASC Administrative office including but not limited to management of front desk and CSI ASC mailbox, serving as the first point of contact for incoming visitors, phone calls, and e-mails.
- Assists the Division of Economic Development with special projects and performs other administrative and job-related duties as assigned.

MINIMUM Qualifications, Skills and Abilities

- Bachelor's degree with 2 years of direct HR experience or Associate's degree with five years of direct HR experience.
- Highly skilled at using database software, and Microsoft suite.
- Must practice and have a commitment to confidentiality, empathy, integrity and objectivity.
- Possess strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

- Ability to protect confidential information and communicate with impeccable discretion in all matters related to employees and internal processes.

PREFERRED Qualifications, Skills and Abilities

- Experience with mitigating conflicts and disputes.
- Experience in Unionized environments.
- Experience with ADP and/or CUNY systems.
- Experience with I9 and E-Verify processing.
- Experience with examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Knowledge of current federal and state employment law and regulations.

How to Apply:

<https://www.indeed.com/viewjob?jk=1cc7919e99bb9adb&from=shareddesktop>