

**NYU Child Study Center**  
**Department of Child and Adolescent Psychiatry**

**Job Description**

**Program Associate**  
**(Human Resources Associate)**

**Position Overview:**

This position provides direct support to the department's HR Manager and overall support and assistance to the department's staff. This individual will serve as back up to the HR Manager and HR Coordinator. Duties include managing payroll and the department's volunteer process and working on various HR and administrative projects. This position requires an individual with strong written and verbal communication skills, who can multitask, handle highly confidential material and correspondence, and who can work well independently. Hours are 9-5.

**Responsibilities include but are not limited to:**

- Payroll - Ensure new employees are correctly added to departmental timesheets with correct standard hours for submission to payroll.; Collect weekly attendance from TIER and other sources (casual employees, LI hours, SPK, overtime hours, adjustments) and log attendance on payroll timesheets; Submit pay cycle timesheets by Monday afternoons (biweekly) to the administrator for approval. Pick up biweekly paychecks from Cashier's office and sort/distribute to appropriate locations. Maintain contact with biweekly and monthly payroll representatives to resolve discrepancies and errors.
- Update employee databases - Update TIER, Personnel Log and Salary Roster spreadsheets with new and terminated staff. Record employee information such as unpaid leaves, transfers to other departments, changes in FTE, salary changes and resignations in order to maintain and update payroll records. Record adjustments, retro payments and overpayments to be processed and follow up with appropriate departments.
- Volunteer process - Work with supervisors to bring on volunteers through the NYU Volunteer Office. Update information in TIER and follow-up on status of volunteers for start dates and termination in system.
- Review the TIER Staff Off list regularly and contact supervisors for approval of unscheduled vacation days. Request documentation (medical, jury duty, etc.) when required.
- Perform special projects as assigned by the HR Manager (preparing HR metrics, creating/generating reports, etc.)
- Assist staff with vacation and sick time balances, corrections to time-off forms and payroll questions.
- Assist HR Manager with any payroll/compensation issues such as:
  - Completing, verifying and processing forms and documentation for NYU HR departments; Processing supplemental payments.
- Copy, filing, fax and perform other duties as assigned.

**Requirements and expectations:**

- Excellent interpersonal and communication skills
- Strong math and analytic abilities
- Strong organizational skills and ability to work independently

- Knowledge of MS Office applications: heavy use of Excel required; knowledge of Access a strong plus.
- BA strongly preferred
- Human Resource education and/or background a plus

**Application Instructions:**

Please e-mail your current resume or CV to [careers@aboutourkids.org](mailto:careers@aboutourkids.org) and specify the position for which you are applying.

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