Center for Puerto Rican Studies at Hunter College

Job Opening: Digitization Project Coordinator (Full time equivalent)

Location: Center for Puerto Rican Studies, Hunter College, East Building, 68th ST & Lexington Ave

Schedule: Flexible (Mon-Friday, 9-5)
Start Date: Available immediately
Closing Date: Open until filled
Compensation: Commensurate with work experiences, salary history and falls within established university guidelines. Position is full time equivalent (comprised of 2 part time funding sources). Limited fringe benefits available.

Assignments & Supervision:
Work assignments may vary depending upon library and archival project needs. Works under the supervision of the Digital Archivist, part time assistants work under the supervision of the Library Manager.

Responsibilities:
• Contribute to the coordination, development and implementation of Centro digital projects.
• Enforce best practices for processing, quality control, content management, and preservation of digital collections according to national standards.
• Solve problems, answer questions and provide technical solutions to supervisor and staff.
• Oversee training and supervision of other project team members.
• Maintain statistics and prepare official project reports as requested.
• Responsible for all technical aspects of digital project outcomes.

Qualifications:
• Working experience with structured data, digital object standards, and metadata formats and standards.
• Demonstrated analytical and problem solving skills.
• Excellent verbal and written communication skills.
• Excellent interpersonal and teamwork skills.
• Working knowledge of English and Spanish language reading skills.
• Understanding of digital library challenges and trends.

Preferred Qualifications:
• Ability to work independently, exercise sound judgment, make constructive recommendations, interpret and apply policies and procedures, and perform work in various situations where numerous and diverse demands are involved.
• Ability to handle multiple work priorities, organize and plan work and projects.
• Experience working as a team member, organizing staff time management and exercising supervisory responsibilities.
• Knowledge of the methodologies, including digital imaging and recording technologies, for creating reproductions of primary source materials
• Experience with databases and software, including content management systems such as CollectiveAccess and intranet/document management systems such as SharePoint.
• Familiarity or knowledge of digital preservation issues and experience handling rare and delicate archival and library materials.
• Working knowledge of copyright law and fair use.

To apply: Forward cover letter, resume and contact information for 2 professional references via email to José deJesús, Associate Director for Operations, Center for Puerto Rican Studies, Hunter College, CUNY at jdejesus@hunter.cuny.edu. The subject line of the email should read: Digitization Project Coordinator. Telephone queries: 212-772-5706.

About the Center for Puerto Rican Studies at Hunter College
The Center for Puerto Rican Studies is a research institute dedicated to the study and interpretation of the Puerto Rican experience in the United States, producing and disseminating relevant interdisciplinary research. Centro also collects preserves and provides access to library and archival resources documenting Puerto Rican history and heritage. We seek to link scholarship to social action and policy debates, and to contribute to the betterment of our community and enrichment of Puerto Rican studies. centropr.hunter.cuny.edu

Hunter College, located in the heart of Manhattan, is the largest college in the City University of New York (CUNY). Founded in 1870, it is also one of the oldest public colleges in the country.