Center for Puerto Rican Studies at Hunter College

Job Opening: Library Reference and Archives assistant (part time)

Location: Centro Library and Archives
Center for Puerto Rican Studies, Hunter College, CUNY
Silberman School of Social Work Bldg. at 2180 Third Avenue

Schedule: Flexible, (20 hours per week)
Start Date: Available immediately
Closing Date: Open until filled
Compensation: Hourly rate is commensurate with work experiences, salary history and falls within established university guidelines
Assignments: Work assignments may vary depending upon library and archival project needs.

Description and Duties:

Library Reference:
1. Assist library patrons with simple reference questions, use of microfilm readers, computers, databases and media equipment.
2. Locate books, journals and other library materials for patrons.
3. Shelve books and other library materials.
4. Work on special projects.
5. Answer Reference Desk telephone.

Archival:
1. Removing acidic materials, metal paperclips, staples and other corrosive items from collections.
2. Arranging materials in alphabetical and/or chronological order.
3. Transferring / re-housing documents into acid free folders and boxes.
4. Describing archival materials and/or preparing inventory for collections.
5. Working / up-dating databases in ACCESS, Excel or CONTENT DM software.
6. Scanning selected documents and collecting information needed to create metadata.
7. Editing English and/or Spanish documents.
8. Assisting with researchers needs (retrieving boxes, photocopying documents requests, etc.)
9. Converting audio, video and other media into digital formats.
10. Conducting preservation work as instructed by archives staff.

Qualifications Requirements:
1. Minimum: Current or recent undergraduate status.
2. Ability to work independently and to take initiative on assigned duties.
4. Strong organization and time-management skills; attention to accuracy and detail is essential.
5. Interest in Puerto Rican and Latino/Latin American History.
6. Working knowledge of Spanish desirable. The candidate should be bilingual with strong English writing skills.
7. Able to lift boxes of materials, climb a ladder and bend over to retrieve materials.
8. Willing and eager to learn new skills and working with a diverse group of people.
To apply: Forward cover letter, resume and contact information for 2 professional references via e-mail 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: Library and Archives Assistant. 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.