**Center for Puerto Rican Studies at Hunter College**

**Job Opening:** Researcher Aide, Digital Humanities Project (Part Time)

**Location:** Center for Puerto Rican Studies, 14th Floor, East Building
Hunter College, 68th ST & Lexington Ave, Manhattan

**Schedule:** Flexible (Mon-Friday, 9-5) 15-20 Hours per week

**Start Date:** Available immediately

**Closing Date:** Open until filled

**Compensation:** Commensurate with work experiences, salary history and falls within established university guidelines.

**Assignments & Supervision:** The candidate will work under the supervision of a Research Associate and will aide in the creation of a digital humanities’ project which includes text, video, still images, hyperlinks, downloadable documents, metadata, maps, graphics, and tables.

**Responsibilities:** • Contribute to the completion of digital projects. • Solve problems, answer questions and provide technical solutions to supervisor. • 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 (Spanish language reading skills is a plus). • Experience with databases and software, including content management systems such as Collective Access and intranet/document management systems such as SharePoint. • Working knowledge of copyright law and fair use. Familiarity, or willingness to learn Word Press and SCALAR.

**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. • Knowledge of the methodologies, including digital imaging and recording technologies, for creating reproductions of primary source materials

• **To apply:** Forward cover letter, resume and contact information for 2 professional references via email to José de Jesús, 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: Research Aide/Digital Humanities Project
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.