Library Archivist - Centro de Estudios Puertorriquenos

Job Title: Center Archivist - Centro de Estudios Puertorriquenos
Job ID: 11681
Location: Hunter College
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES
Manages one or more archival programs in a College or Unit.
- Administers archival programs including the survey, accession, arrangement, cataloguing, preservation, exhibition, and use of archival materials
- Promotes library resource development, identifying resources, researching and arranging funding, and overseeing acquisitions
- Creates short- and long-term plans covering staff, services, facilities, collection conditions, use of digital technology, and programs for delivery of library and archive information services
- Oversees construction or maintenance and administers the operations and security of the archival facility
- Coordinates educational and public outreach programs, such as tours, workshops, lectures, and classes
- Develops and implements policies, rules, procedures relating to the archival program
- Supervises and provide in-service training to staff, interns, and other assigned personnel
- May assist with the overall administration of campus Library programs
- Performs related duties as assigned.

Job Title Name: Library Archivist

CONTRACT TITLE
Higher Education Associate

FLSA
Exempt

CAMPUS SPECIFIC INFORMATION
The Center for Puerto Rican Studies (Centro) is a research center dedicated to the study and interpretation of the Puerto Rican experience in the United States. Centro is the primary repository of archival and library materials dedicated to stateside Puerto Ricans. Centro is committed to facilitating research projects useful to those in community organizations, public policy, and academia.

The Center’s Archivist will be primarily assigned to oversee digitization projects, for example, s/he will be assigned to oversee the recently created Oral History Project and the collection of primary data that complements existing and new archival collections. S/he will also be in charge of organizing the hundreds of existing oral histories and to make all this content available to researchers including the development of descriptive guides, the analysis of content and publication of findings in academic outlets, the development of digital products and the application of preservation standards to these collections. S/he will also oversee special projects combining primary and secondary data thematically where archival collections would be contextualized and made available to specialists and the general public using CMS such as Omeka, Collective Access and through web pages using Drupal, Plone or other similar programs.
Specifically, duties include:
- Writes summaries of oral histories and oversees process to transcribe and add metadata to files and make them available to the public.
- Manages digitization projects and special collections that combine primary and secondary sources.
- Oversees the acquisition and processing of organizational records and personal papers donated to the Centro Library and Archives.
- Authors appraisals and description of materials.
- Assists in weeding, inventorying and in the preservation of new collections.
- Assists the Director in outreach efforts and donor relations.
- Supervises and trains college assistants and work-study students for archival projects.
- Works collaboratively with staff in a team environment on a variety of projects.
- Participates in staff and CUNY-wide committees.

MINIMUM QUALIFICATIONS
Bachelor's degree and six years' related experience; training in Library Science and/or Archives, such as an MLS and/or MA in a related program.

OTHER QUALIFICATIONS
- Working knowledge of Sharepoint, Omeka or Collective Access or similar DCM, and Drupal, Plone or similar web development software.
- Experienced in conducting and managing archival projects.
- Professional experience processing archival collections, multimedia materials and special projects.
- Demonstrated understanding of the principles of arrangement and description, and familiarity with archival standards, specifically DACS.
- Ability to recognize archival preservation issues and to apply basic preservation techniques.
- Knowledge of the history Puerto Rican populations and communities in the US.
- Working knowledge of English and Spanish languages.
- Ability to communicate effectively orally and in writing.
- Strong organization and time-management skills; attention to accuracy and detail is essential.
- Working knowledge of Microsoft Office including Access and Encoded Archival Description (EAD)

COMPENSATION
$55,602 - $60,067; commensurate with experience.

BENEFITS
CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY
In order to be considered include the following in the application documents:
- A cover letter that includes a complete statement of the candidate's qualifications
- A full resume outlining the candidate's education and relevant experience
- A sample archival finding aid completed by the candidate
- The names, addresses, and phone numbers of three references who are knowledgeable about the candidate's qualifications for this position
Applications must be submitted on-line by accessing the CUNY Portal on City University of New York job website http://cuny.edu/employment.html and navigating to Careers at CUNY First. Current users of the site should access their established accounts; new users should click on the appropriate link to register.

Instructions:

http://cuny.edu/employment/cunyfirst/CUNYfirst-application.html

CLOSING DATE
Open until filled with review of resumes to begin February 17, 2015

JOB SEARCH CATEGORY
CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY
We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.