Job opening: GIS Data Center Assistant - part time

Location: Center for Puerto Rican Studies, Hunter College, City University of New York
Schedule: Flexible, 19-21 hours per week
Start Date: Available immediately
Closing Date: Open until filled
Compensation: $18-20 hourly rate commensurate with experience; 19-20 hrs/week usual work schedule. Additional hours contingent on available funding.

Assignments & Supervision: Work assignments may vary depending upon Data Center research needs. Assistant works under the supervision of the Data Center Coordinator.

Description and Duties:

Assists the Centro research team in conducting research. The tasks the applicant will be required to undertake include: conducting spatial analysis and creating maps for research projects, database management, compiles and drafts summary reports and research briefs, assisting in creation of tables and charts for publication, assisting in creating power point presentation, assisting in basic quantitative data analysis, and, individual may also work other research-related tasks as assigned.

Qualifications:

- Knowledge of ArcGIS software with experience with ArcGIS 10.0-10.2 (ArcGIS online is a plus) and quantitative statistical methods is desirable
- Knowledge of basic spatial analysis (cartography and computer mapping is a plus)
- Experience creating web-based maps using ArcGIS Online (desired)
- Demonstrated ability of data transfer, data analysis, data mining, and data inventory using basic spreadsheet applications (e.g., Excel, Access, ArcGIS attribute tables)
- Familiarity with Census databases
- The successful candidate must have excellent research skills, thorough statistics background, knowledge of organizational models, and ability to work in team projects.
- Experience conducting research in the academic setting and knowledge of Spanish preferred.

To apply: Forward cover letter, resume and contact information for 2 professional references via e-mail 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: GIS Data Center Assistant. Telephone inquiries: (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.