Job Opportunity - Fall 2015:
Outreach and Partnerships Assistant (Part-time)

The Center for Puerto Rican Studies (Centro de Estudios Puertorriqueños, or Centro) at Hunter College, City University of New York, a research institute dedicated to the study and interpretation of the Puerto Rican experience in the mainland, is looking to hire an Outreach and Partnerships Assistant to lead and engage in outreach initiatives aimed at prospective students, academic departments and community and government organizations, and be responsible for the outreach for all Centro partnerships and national events.

Outreach to the community and the profession is at the core of the Hunter College and CUNY institutes’ and centers’ missions. Centro has a strong record of such engagement with external stakeholders. We seek to build upon this foundation and strengthen our collaborations and outreach programs. In particular, we would like our outreach programs to be clearly connected to research and education. In general, we would like to promote wide community access to academic resources in the field and to strengthen the connections between scholars and practitioners and between our students and the community.

Centro produces and disseminates relevant interdisciplinary research, and collects, preserves and provides access to archival and library resources documenting the history and culture of the U.S. mainland Puerto Rican communities. Centro seeks to link scholarship to social action and policy debates, and to contribute to the enrichment of Puerto Rican Studies.

Duties include:

- Establishing outreach goals, objectives and activities and ensuring that they are implemented successfully.
- Facilitating institutional partnerships with Puerto Rican and Latino Studies departments, community and government agencies, schools, student clubs, faith-based organizations, etc.
- Giving presentations to key groups, i.e., college and high school students, community.
- Building a network of student, faculty and staff; recruiting, training and engaging students and community volunteers in outreach, internships and other activities.
- Collaborating in organizational social networking initiatives, establishing and maintaining a comprehensive database of Centro members and others receiving the Centro newsletter, other Centro publications, and events notification.
- Maintaining and publishing an up-to-date directory of Puerto Rican Studies faculty at CUNY, the New York region, and across the United States and Puerto Rico.
- Maintaining and publishing an up-to-date directory of media professionals and organizations relevant to Centro outreach efforts.

Qualifications:

- Ideal candidate will be experienced as a student, community or political organizer and be knowledgeable about the Puerto Rican community.
- Bachelor’s degree preferred.
- Excellent interpersonal skills, ability to communicate with a variety of stakeholders and to facilitate collaborative processes.
- Ability to work independently, with minimal supervision.
- Detail oriented, with the ability to multi-task.

Salary: Hourly rate commensurate with relevant experience. 19hrs/week work schedule

To apply: Forward cover letter, resume and contact information for three professional references to: José de Jesús Associate Director for Administration, idejesus@hunter.cuny.edu Voice: (212) 772-5706 Fax: (212) 650-3673, Centro/Hunter College E1429, 695 Park Avenue NY NY 10065