

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

Location: Center for Puerto Rican Studies, Hunter College,
CUNY East Building, 68th St & Lexington Ave.

Schedule: Flexible, 19-20 hrs/week work schedule

Start date: Available immediately **Closing date:** Open until filled

Compensation: Hourly rate commensurate with relevant experience and falls within established university guidelines .

Assignments & Supervision: Works under the direct supervision of the Outreach and Partnerships Manager

Description and Duties:

The Center for Puerto Rican Studies (Centro de Estudios Puertorriqueños, or Centro) 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.

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
- Assist in coordinating all aspects of conferences and affinity events.

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.

To apply: Forward cover letter, resume and contact information for two professional references to: Jose deJesus, Associate Director for Operations at jdejesus@hunter.cuny.edu The subject line of the email should read: **Outreach and Partnerships Asst.**
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.