

Job Opportunity: Project Archivist (part time)

Location: Centro Library and Archives/ Center for Puerto Rican Studies, Hunter College, CUNY
2180 Third Avenue, Rm 122, New York, NY 10035

Schedule: Mon-Friday, 19 hours work 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:

Work assignments may vary depending upon library and archival project needs. Work under the supervision of the Senior Archivist, and may oversee the work of college assistants for specific projects.

Responsibilities:

The Project Archivist is responsible for the arrangement and description of personal papers and records of organizations in Centro Archives holdings.

- Appraisal and description of materials.
- Weeding and inventorying of collections.
- Writing, researching and editing finding aids, reports, Encoded Archival Description (EAD) and web content.
- Supervising and training college assistant and/or work-study student for this project.
- Working collaboratively with staff in a team environment on a variety of projects.

Qualifications:

- Masters in Library and Information Science, or equivalent degree, with a specialization in archival management.
- Professional experience processing archival collections.
- 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 of Latino and/or Puerto Rican populations and communities in the US.
- Working knowledge of both 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 also Encoded Archival Description (EAD).

To apply: Forward cover letter, resume and contact information for 2 professional references via email to José dejesús, 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: **Project Archivist**. 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.