

**Job Title: Research Assistant – Education (Critical Pedagogies Educational Researcher)
Center for Puerto Rican Studies**

Job ID: 23446

Location: Hunter College

Full-Time

Regular

GENERAL DUTIES:

- Supports research projects and activities in connection with CUNY programs
- May assist faculty research groups by configuring and testing equipment, collecting and organizing data, and preparing documentation.
- Performs direct research tasks under supervision.
- May develop or utilize computer-based systems to collect and analyze data.
- May assist in preparing reports of research findings.

CONTRACT TITLE

Research Assistant

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION:

About the Position: The Critical Pedagogies Educational Researcher's main duties consist of researching, acquiring, cataloging, and developing educational material to be featured on Centro's new digital platform. The goal of Centro's new educational platform is to build awareness and critical understanding of the history of Puerto Rico and its diaspora, as well as the contemporary challenges Puerto Rican communities face.

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

Assignments & Supervision: Work assignments may vary depending upon programmatic needs. Work under the supervision of the Centro's Director of Arts and Culture, and may oversee the work of college assistants for specific projects.

Duties and Responsibilities:

- Perform research in the field of Education and Puerto Rican Studies
- Plan and prepare engaging educational content for a broad audience
- Participate in staff meetings
- Apply diverse methods, resources, and teaching strategies to reach young

and adult learners across the linguistic spectrum of Puerto Ricans in the diaspora.

- Assess, restructure and re-envision existing educational programs at Centro, particularly the Puerto Rican Heritage Cultural Ambassador Program
- Develop procedures and materials for teachers to implement curriculum guides
- Prepare and give presentations to general audiences.

MINIMUM QUALIFICATIONS:

Bachelor's Degree or equivalent experience relevant to the research being performed.

OTHER QUALIFICATIONS:

The preferred candidate will possess:

- Master's degree in Curriculum Development, Education or related field
- Broad knowledge of the history of Puerto Rico and its Diaspora
- Experience in educational/curriculum development
- Working knowledge of English and Spanish
- Effective in written communication
- Analytical and Creative
- Ability to put together informative works into presentation
- Excellent relationship-building skills in order to create and nurture partnerships with other educators, institutions, authors, and more
- Able to collaborate with multiple individuals at varying levels
- Knowledge of state education standards
- Knowledge of trends in instructional methods and educational technology
- Experience in Microsoft and Google applications

COMPENSATION:

Commensurate with qualifications and 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

Applications must be submitted online by accessing the CUNY Portal on City University of New York job website www.cuny.edu/employment. To search for this vacancy, click on SEARCH ALL POSTINGS and in SEARCH JOBS field, enter the Job Opening ID number **23446**.

Click on the "APPLY NOW" button and follow the application instructions. Current users of the site should access their established accounts; new users should follow the instructions to set up an account.

Please have your documents available to attach into the application before you begin. Note, the required material must be uploaded as ONE document under CV/ Resume (do not upload individual files for a cover letter, references, etc.). The document must be in .doc, .docx, .pdf, .rtf, or text format- and name of file should not exceed ten (10) characters – also DO NOT USE SYMBOLS (such as accents (é, è, (â, î or ô), ñ, ü, ï, –, _ or ç)).

Incomplete applications will not be considered.

Please include:

- Cover Letter
- Curriculum Vitae/ Resume
- Statement of scholarly interests
- Names and contact information of 3 references

Upload all documents as ONE single file-- PDF format preferred.

CLOSING DATE:

The search will remain open until the position is filled. The committee will begin reviewing complete applications on February 28, 2022. Applications submitted after the deadline will only be considered if the position/s remain open after initial round.

JOB SEARCH CATEGORY

CUNY Job Posting: Support Staff

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.