Center for Puerto Rican Studies at Hunter College

Job Opening: Research assistant – part time (sponsored project)
Research Project: 19th-Century Puerto Rican Political Exiles and Revolutionaries in New York City
Project Director: Dr. Orlando J. Hernández, Hostos Community College

Location: Hostos Community College/CUNY
Bronx, New York

Schedule: Flexible, 19 hours per week
Duration: 09/21/15-12/31/2015
Closing Date: September 15, 2015
Compensation: Hourly rate is commensurate with work experiences, salary history and falls within established university guidelines.

Assignments & Supervision: The selected candidate will work under the supervision of Hostos Professor Orlando J. Hernandez. Centro staff will provide technical training and advice

Description and Duties:

1. To meet weekly with project director to set work agenda for each week
2. To do archival and internet research focusing on various identified topics, as specified by the project director
3. To photograph all recovered documents and to digitize them using Word format
4. To help create a bank of historical photographs of characters, events, and locations related to research topics (should be in PDF or TIFF formats)
5. To provide input into narrative that will accompany research items

Qualifications:

1. computer proficiency for typing, scanning, and digitizing photographs and documents
2. ability to do archival and online research
3. bilingual reading and writing skills (Spanish and English)

To apply: Forward cover letter, resume and contact information for 2 professional references via e-mail 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: Research Assistant/Hernandez 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