Job opening: Web Developer/ Web Designer

Location: Center for Puerto Rican Studies, Hunter College, CUNY
14th Fl. East Building, 68th St. & Lexington Ave.

Schedule: Flexible schedule, full time equivalent = 35 hours per week preferred, or part-time = 19-20 hours per week.

Compensation: based on work experience and qualifications

Start Date: Available immediately
Closing Date: Open until filled

Description and Duties:
The Center for Puerto Rican Studies at Hunter College (Centro) is looking for a Web Developer/ Web Designer to assist with the on-going development of the Centro’s website and the Centro NationBuilder web page with responsive web designs utilizing Drupal 7. The web developer/web designer will work under the joint supervision of Centro Outreach and Partnerships Manager and the Centro webmaster.

Major Responsibilities:
• Working on responsive web designs.
• Developing and improving site navigation.
• Creating the look of new features according to Centro’s branding.
  Understand the vision, components and needs of Centro’s new website.
  Enhance design formats for the Centro NationBuilder web page.
• One web design project with high priority is the Puerto Rican Heritage Cultural Ambassadors Program.
• Write well designed, testable, efficient code by using best software development practices such as PHP and Bootstrap.
• Create site layout/user interface.
• Integrate data from various back-end services and databases.
• Stay plugged into emerging technologies/industry trends specifically for Drupal platforms and apply them into operations and activities.

Qualifications: Required:
• Experience in PHP, CSS web design, front-end development, and functionality of Drupal 7 and Drupal 8.
• 1-2 years of proven experience in web programming and CMS development
• Basic knowledge of Search Engine Optimization process.
• Aggressive problem diagnosis and creative problem solving skills.
• Ability to work and thrive in a fast-paced environment, learn rapidly and master diverse web technologies and techniques.
• Detail oriented.
• Works well in collective settings and individually under minimal supervision.

Qualifications: Preferred:
• Adequate knowledge of NationBuilder and Collective Access applications
• Adequate knowledge of relational database systems, Object Oriented Programming and web application development.
• Working knowledge of SEO, Social Media, and e-commerce integration

To apply: Forward cover letter, resume, contact information for 2 professional references, samples of previous work you have done for organizations or individuals, via e-mail to José deJesús, subject line:
Web Developer/Designer
Email: jdejesus@hunter.cuny.edu  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 people. 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.