

Job Title: Library Manager/Senior Archivist – Center for Puerto Rican Studies – CENTRO

Job ID: 22429

Location: Hunter College

Regular/Temporary: Regular

POSITION DETAILS

The Center for Puerto Rican Studies (Centro) is a research center dedicated to the study and interpretation of the Puerto Rican experience in the United States. Centro is the primary repository of archival and library materials dedicated to stateside Puerto Ricans. Centro is committed to facilitating research projects useful to those in community organizations, public policy, and academia.

Reporting to the Archives Officer, specifically, duties include:

- The Senior Archivist provides thought leadership and promotes innovation in the management, access and storage of archival holdings.
- The Senior Archivist will drive result focused solutions and develop strategies to resolve complex problems, balancing customer needs and organizational priorities.
- The Senior Archivist will actively contribute to the development of organizational and staff capability and contribute to broader information management work within Centro, Hunter College and CUNY and the broader historical preservation sector.
- The Senior Archivist will be primarily assigned to oversee Centro's archival program; for example, assigned to oversee survey and the acquisition of new collections, accession, arrangement, cataloguing, preservation, exhibition, use of archival materials and the collection of primary data that complements existing and new archival collections.
- The Senior Archivist will also oversee the organizing of hundreds of existing oral histories and to make all this content available to researchers, including the development of descriptive guides, the analysis of content and publication of findings in academic outlets, the development of digital products and the application of preservation standards to these collections.
- The Senior Archivist will also oversee special projects combining primary and secondary data thematically where archival collections would be contextualized and made available to specialists and the public.
- Donor relations: Develop relationships with perspective donors. Provide guidance through the accession process.

QUALIFICATIONS:

Bachelor's Degree and six years' related experience required; MLS degree and/or Master's in a related field may be substituted for a portion of the experience requirement.

- Experience in conducting and managing archival projects
- Professional experience processing archival collections, and special projects
- 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 Puerto Rican populations and communities in the US
- Working knowledge of 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 Encoded Archival Description (EAD)
- Experience with archival management software such as Archives Space.

CUNY TITLE OVERVIEW

Manages a Library unit or major service area.

- Manages one or more services such as Circulation, Access/User Services, or Library Technology
- Working closely with the Chief Librarian and faculty, recommends and implements long- and short-term plans for library services

- Evaluates innovative technologies, databases, and methodologies, makes recommendations related to same and participates in their acquisition
- Participates in acquiring materials in all formats and media
- Assists in developing and monitoring Library policies and user service standards
- Conducts outreach and training activities related to assigned area(s)
- Supervises and/or trains staff, students, and others assigned to the Library
- May perform highly specialized work in one or more library disciplines, such as archives, technology and systems, etc.
- May serve as Office Manager, managing financial operations and budgets, equipment, technology, security and building maintenance requirements
- Performs related duties as assigned.

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Click on the "Apply Now" button and follow the application instructions. Please have your documents available to attach into the application before you begin. Please note that 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, ÿ, -, _ or ç)).

Incomplete applications will not be considered.

Please include:

- A cover letter that includes a complete statement of the candidate's qualifications
- A full resume outlining the candidate's education and relevant experience
- A sample archival finding aid completed by the candidate
- The names, addresses, and phone numbers of three references who are knowledgeable about the candidate's qualifications for this position

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 June 14, 2021. Applications submitted after the deadline will only be considered if the positions remain open after initial round.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

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.