

Job Opportunity: Library and Archives Reference Assistant (part-time)

Location: Centro Library and Archives
Center for Puerto Rican Studies, Hunter College, CUNY
Silberman School of Social Work Bldg. at 2180 Third Avenue (119th Street)

Schedule: Mon-Friday, 20 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: Work assignments may vary depending upon library and archives project needs. Works under the supervision of the Library Manager, and may oversee the work of college assistants for specific projects.

Responsibilities:

- Assist library and archives patrons with simple reference questions, use of microfilm readers, computers, databases, and media equipment.
- Locate books, journals and other library and archival materials for patrons.
- Shelve books and other library materials.
- Works on special projects.
- Monitors reference desk telephone, email account, and online chat.
- Assisting with researchers needs (retrieving materials, photocopying documents requests, etc.)

Qualifications Requirements:

- Interest in Puerto Rican and Latino/Latin American History.
- Minimum: Current or recent undergraduate status.
- Knowledge of computer software (Microsoft Word, Excel, Adobe Photoshop and ACCESS).
- Strong organization and time-management skills; attention to accuracy and detail is essential.
- Working knowledge of Spanish desirable. The candidate should be bilingual with strong English writing skills.
- Willing and eager to learn new skills and working with a diverse group of people.
- Ability to work independently, exercise sound judgment, make constructive recommendations, interpret, and apply policies and procedures, and perform work in various situations where numerous and diverse demands are involved.

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: **Reference Assistant** 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.