

## Center for Puerto Rican Studies at Hunter College

<b>Job Opening:</b>	Publications Aide
<b>Location:</b>	Center for Puerto Rican Studies, Hunter College, CUNY East Building, 68th St & Lexington Ave.
<b>Schedule:</b>	Flexible, 20 hours per week maximum
<b>Start Date:</b>	Available immediately
<b>Closing Date:</b>	Open until filled
<b>Compensation:</b>	Hourly rate is commensurate with work experiences, salary history and falls within established university guidelines
<b>Assignments &amp; Supervision:</b>	Work under the direct supervision of the Centro Journal's Managing Editor

### Description and Duties:

The Publications Aide will assist the Journal Editor in communications with writers, reviewers and journal advisory board members in keeping track of journal submissions and permissions. Essential duties may include copy-editing, copywriting, fact-checking, research, and some administrative work. Also, may support the broader Centro publications team in the production of organizational publications, which may include journals, books, posters, catalogs, brochures, and promotion materials such as newsletters, reports, postcards, and fliers.

### Qualifications:

The ideal candidate is working on or has recently completed a Bachelor's Degree in Puerto Rican/Latino Studies, English, journalism, or a related field. Excellent communication skills in English and Spanish preferred. Familiarity with publishing and editing software, including the Microsoft Office suite, required. Familiarity with academic databases and/or graphic design software is helpful. The ideal candidate has a passion for and familiarity with issues related to the Puerto Rican experience in the United States.

**To apply:** Forward cover letter, resume and contact information for 2 professional references via e-mail to José de Jesús, Associate Director for Operations, Center for Puerto Rican Studies, Hunter College, CUNY at [jdejesus@hunter.cuny.edu](mailto:jdejesus@hunter.cuny.edu). The subject line of the email should read: **Publications Aide**. 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](http://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.