



www.centropr.org

Internships at Centro

The Centro is a research center dedicated to the study and interpretation of the Puerto Rican experience in the United States. We are committed to making this research available and useful to those in community organizations, public policy, academia and the public at large.



Puerto Rican Psyche and Mental Health Project

Interns will work with two projects. One involves researching pertinent literature on the mental health of stateside Puerto Ricans and developing a bibliographic database in Centro's library and a web source. Another involves statistical analysis of a public-based database on psychological distress that includes Puerto Ricans, other Latinos, Afro-Americans, Asians and whites. Qualifications: psychology, sociology, anthropology, social work or Puerto Rican studies student with advanced computer skills.

Contact: Dr. Iris Zavala Martinez, izavalam@hunter.cuny.edu, 212-772-5692.

Community Outreach & Education

Centro's Community Outreach and Education interns will be involved with connecting aspects of the study of educational, social and economic conditions affecting Puerto Rican/Latino communities with Centro's educational initiatives in schools and with community-based organizations. Graduate and undergraduate students in various departments and schools with strong abilities in research, writing, and computer skills should apply.

Contact: Luis O. Reyes, luisoreyes@aol.com, 212-772-5708.

Development and External Relations Intern

Centro is seeking college graduate students and/or experienced undergraduate students to support our development department. Applicants would be assisting with grants proposals, working with donors, fundraising, and providing administrative help, including maintenance of files, database entry, and coordination of mailing and special events.

Students in the fields of public affairs, non-profit management, marketing, communications, or public administration are encouraged to apply. Applicants should have strong computer, communication and research skills. Previous experience in grant research is a plus.

Contact: Mayra Torres, mtorres@hunter.cuny.edu, 212-772-5687.

Florida Project

Centro is seeking volunteer interns as research assistants, preferably with interests in anthropology, history, and/or Puerto Rican studies, for a project documenting the history of Puerto Rican experiences in Florida. Responsibilities include examining and scanning documents and listening to about 100 hours of oral histories and creating electronically accessible folders.

Qualifications include ability to make abstract connections, facility for acquiring new computer skills, patience, and attention to detail. Some familiarity with qualitative data coding programs a plus.

Contact: Patricia Silver, patricia.silver@hunter.cuny.edu, 212-396-6510.

Research Assistant to the Director of

Latino Faculty Initiative

The CUNY Latino Faculty Initiative was established to attract outstanding candidates for faculty positions in all disciplines at CUNY and to undertake outreach and recruitment activities with CUNY colleges to connect highly qualified candidates to positions open within the CUNY System. Interns would assist with database of Latino faculty, assist with presentations and administrative work as needed. Qualifications include leadership, communication, and organizational skills, excellent writing, editing and computer skills, good academic standing.

Contact: Arlene Torres, arlene.torres@hunter.cuny.edu, 212-772-5715.

Image Researcher for Web Magazine

Researcher, four to six hours as week, to find images and multimedia resources for a web exhibition on Puerto Rican arts, culture and social activism on the Lower East Side/East Village. Interns will look for images on the web and in the Centro archives and communicate with contributors to get publication rights. Qualifications include an interest in modern and contemporary art, media studies, and urban studies.

Contact: Libertad Guerra, libertadguerra@gmail.com, 212-396-6336.

Event Internship:

Centro's Event Planning Internship offers an experience which entails a variety of responsibilities. These responsibilities include supporting all facets of planning Centro's Fall Event Calendar from designing the space, assisting in the outreach plans to the execution of the event. The experience that you'll gain from an Event Planning Internship can be as varied as the events themselves and quite rewarding.

Job requirements:

Must have a basic knowledge of Microsoft Word, Outlook, Excel and Publisher

Excellent writing/verbal communications skills are a must because you will be interacting with clients

Must be personable and have the ability to engage our guests and visitors

The ability to work under pressure, multi-task and meet deadlines is key

Contact: Rosalie Roman, rosalie.roman@hunter.cuny.edu, 212-772-5714

Web Assistant

Centro's Web/Media unit is looking for an intern capable of assisting with content editing, data entry, web design, and running maintenance on computers related to the website. Other media tasks include setting up camera and lights, light capturing and logging, basic editing and uploading web clips.

Contact: Jose A. Camacho, jcamac@hunter.cuny.edu, 212-650-3067.