

Job Opening: **Digital Projects Coordinator (Full time equivalent)**

Location: Center for Puerto Rican Studies, Hunter College,
East Building, 68th ST & Lexington Ave

Schedule: Mon-Friday, 35 hour work week

Start Date: Available immediately **Closing Date:** Open until filled

Compensation: Salary range: 36,400-40,300 commensurate with work experience, salary history and falls within established university guidelines. Position is full time equivalent (comprised of 2 part time funding sources). Limited fringe benefits available.

Assignments & Supervision: Work assignments may vary depending upon library and archival project needs. Work under the supervision of the Digital Archivist, and may oversee the work of college assistants for specific projects.

Responsibilities:

- Coordinate the implementation of assigned digital projects.
- Contribute to the development of digital collections.
- Enforce best practices for processing, quality control, content management, and preservation of digital collections according to national standards.
- Solve problems, answer questions and provide technical solutions to supervisors and staff.
- Oversee training and supervision of other project team members.
- Maintain statistics and prepare official project reports as requested.
- Responsible for technical aspects of digital project outcomes.

Qualifications:

- Knowledge of Puerto Rican history and culture with special emphasis on knowledge of digital humanities regarding Puerto Ricans in the United States and an excellent grasp on information in Puerto Rican studies including digital based resources desired.
- A Master's degree in Library and Information Science or equivalent. Any combination of education and experience that provides the required knowledge and abilities may be considered such as a Bachelor's degree plus two years' experience involving digitization in a library, archives, or museum environment.
- Experience with digitizing archival material.
- Knowledge of format and encoding standards such as METS, MODS, EAD, TIFF, JP2. Proven ability to learn new technologies and adaptability to master and manage multiple workflows.

- 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.
- Demonstrated analytical and problem solving skills.
- Excellent verbal and written communications in both English and Spanish, meticulous and accurate recordkeeping, track record of meeting deadlines consistently.
- Experience with databases and software, including content management systems such as Collective Access and intranet/document management systems such as SharePoint.
- Familiarity or knowledge of digital preservation issues and experience handling rare and delicate archival and library materials.
- Working knowledge of copyright law and fair use.

To apply: Forward cover letter, resume and contact information for 2 professional references via email to Anibal Arocho, Library Manager, at aa3260@hunter.cuny.edu and cc: José deJesús, Associate Director for Operations, at jdejesus@hunter.cuny.edu . The subject line of the email should read: **Digital Projects Coordinator**. Telephone queries: 212-396-7879

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.