Job opening: Junior Computer and Network Technician:
part-time and student interns (Hunter College preferred)

Compensation: $20-30 per hour based on experience and qualifications, interns $15-20;

Location: Center for Puerto Rican Studies, Hunter College, CUNY
Room 1437 East Building, 68th St & Lexington Ave.

Schedule: Flexible, part-time 19-20 hours per week,
interns – hours by arrangement.
Telecommuting: Not Allowed

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

Description and Duties:

Centro is currently looking for Junior Computer and Network Technicians to assist with the re-design and development of Centro's intranet and the installation of advanced content management software primarily devoted to digital humanities applications. The ideal candidate is a computer and network technician with experience working with the installation and maintenance of servers and networks in an academic and/or nonprofit organizations environment. He/she will be responsible for assisting in the installation and maintenance of servers and network infrastructure (e.g., Dell Storage Unit, Storage Area Network (SAN), Network Switch) under the supervision of Centro's information technology coordinator and in coordination with Hunter College's IT staff. The job involves the adaptation of systems for intranet software (e.g., Sharepoint) and to content management software used by libraries and archives for digital humanities applications (e.g., Collective Access).

Responsibilities:
- Planning and executing the installation and maintenance of servers and network infrastructure.
- Developing TCP/IP Protocols and Standards, including Subnetting and Routing, Utilities, etc
- The coordination of various network infrastructure and operating systems variants, including wired and wireless networks; WANS and Remote Connectivity, VPN; etc.
- Network management & support, including network security, backup protocols & disaster recovery, network troubleshooting, etc.

Qualifications:
- 1-2 years of proven experience Computer and Network Technician.
- Self-motivated individual who works well in a collaborative fast paced academic environment.
- Relevant courses in computer science or a related field.

- Experience with Sharepoint, Collective Access or other content management software desirable.
- Demonstrated network troubleshooting skills.
- Aggressive problem diagnosis and creative problem solving skills.
- Ability to work and thrive in a fast-paced environment, learn rapidly and master diverse network technologies and techniques.
    - Detail oriented.
    - Great interpersonal and communications skills.
    - Works well in collective settings and individually under minimal supervision.

To apply: Forward cover letter, resume, contact information for 2 professional references, samples of previous work your have done for organizations or individuals, and, if applicable, consultant rate for non-profit institutions and colleges via an e-mail to José Camacho at jcamac@hunter.cuny.edu and cc: José deJesús, at jdejesus@hunter.cuny.edu Indicate Jr. Computer and Network Technician in the subject line of your email . 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 document-ing 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 people. Website: 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.