

**Job Opening: Operations Unit Aide – part time**

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

**Schedule:** Flexible, 19-20 hours per week

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

**Compensation:** Hourly rate is commensurate with work experiences, salary history and falls within established university guidelines

**Assignments & Supervision:** Works under the direct supervision of the Centro Administrative Manager

**Description and Duties:** Assist the Operations Unit managers in implementing, maintaining and improving the day to day operational functions of the Centro in support of our programs and staff. More specifically, to assist in any one or more of the following duties:

Budgetary and financial:

1. Processing and monitoring Centro grants-related payments, purchase orders and requisitions.
2. Processing and monitoring Centro Hunter College soft monies–related payments, purchase orders and requisitions. Handle weekly check deposits the Hunter Bursar's Office
3. Processing invoices, purchase orders and requisitions, Centro journal subscriptions , assist with inventory & supply orders

Clerical:

1. Inputting data into the Centro mailing list – knowledge of EXCEL and/or ACCESS
2. Facilitating Centro staff internal and external telephone and paper mail communications (fax, bulk mailings, forwarding voice messages)
3. Assisting in Unit records management (daily filing and administrative archives)
4. Assisting Unit staff in performing other routine clerical duties as requested.

**Qualifications:**

Appropriate and related work experience and intermediary knowledge of Microsoft Office programs WORD and EXCEL required, ACCESS desirable. Candidate must be focused, well-organized and methodical in accomplishing work tasks. Willingness to take initiative in anticipating and accomplishing tasks desired as well as being open to taking appropriate training. Fluency in Spanish desirable but not absolutely required. Junior level college students and graduate students are encouraged to apply.

**To apply:** Forward cover letter, resume and contact information for 2 professional references via e-mail to David Quiles, Administrative Manager

at [dq98@hunter.cuny.edu](mailto:dq98@hunter.cuny.edu) and cc: José deJesús, Associate Director for Operations, at [jdejesus@hunter.cuny.edu](mailto:jdejesus@hunter.cuny.edu) . The subject line of the email should read: **Operations Unit Aide** Telephone queries: (212) 772-5714.

### **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.