

<b>Job Title</b>	SURVEY ARCHIVIST
<b>PVN ID</b>	CC-1510-000790
<b>Category</b>	Research
<b>Location</b>	The CITY COLLEGE of NEW YORK
<b>Department</b>	Dominican Studies Institute
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$22.00-\$30.00
<b>Hour(s) a Week</b>	19.00
<b>Closing Date</b>	Dec 06, 2018 (Or Until Filled)

## General Description

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The CUNY Dominican Studies Institute at the City College of New York is seeking to hire temporary a part-time Survey Archivist to conduct an archives survey project to locate, identify and plan for the accession and permanent preservation of historical records documenting the experiences and contributions of the New York Dominican community. The survey archivist, under the supervision of the Chief Archivist, will be responsible for conducting the survey.

The successful candidate must have some familiarity with historical, research or other value of primary source materials relative to the documentation of the Dominican or any other Latino subgroup. Such materials include, but are not limited to audio and videotapes, letters, magazines, manuscripts, minutes of meetings, motion pictures, newspaper clippings, pamphlets, photographs, publications, scrapbooks, sound recordings as well as born-digital records and other types documents. The prospective candidate must be bilingual and able to read, write both Spanish and English and possess excellent interpersonal, verbal and writing skills.

## Other Duties

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1. Interview prospective donors and conduct surveys of available archival materials.
2. Conduct surveys of the holdings of selected Dominican community organizations and civic leaders.
3. Complete the Archives Survey Form.
4. Collect institutional histories and/or biographies and scope and contents of archival collections.
5. Meet regularly with the Chief Archivist and prepare reports relative to the progress of the project.

## Qualifications

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1. A baccalaureate degree from an accredited college or university and 2 years full-time paid experience in archival or related profession; or
2. Masters of Library Science with an Archives Concentration from an accredited college or university and one year full-time paid experience; or
3. A satisfactory equivalent of education and experience as described above). However, all candidates must have at least a bachelor degree from and accredited college or university.
4. Bilingual, fluent in both Spanish and English and good familiarity with the New York Dominican/Latino population's immigration, history and culture preferred.