



Job Title	Program Coordinator
PVN ID	CC-2306-005658
Category	Research
Location	The CITY COLLEGE of NEW YORK
Department	CUNY Dominican Studies Institute
Status	Part Time
Hourly Rate	\$29.00-\$32.00
Hour(s) a Week	15.00-20.00
Closing Date	Aug 06, 2023 (Or Until Filled)

General Description

CUNY Dominican Studies Institute - THREATENED SCHOLAR PROGRAM COORDINATOR

During the 2023-2024, the CUNY Dominican Studies Institute at The City College of New York will welcome the first cohort of fellows as part of the “Threatened Dominican Scholars” Fellowship Program, made possible by a generous grant from The Andrew W. Mellon Foundation.

While at CUNY DSI/The City College of New York, fellows will continue their research or cultural production, teach or co-teach one class open to undergraduate students from CCNY, engage in scholarly activities such as public events, travel to at least one other university where they will engage in other scholarly activities, and take part in a documentary series about threatened scholars, intellectual, and academic freedom.

The Program Coordinator will be the main point of contact for incoming and current fellows, providing administrative and logistical support to the fellows before and during their stay, and coordinating their scholarly activities. This part-time position (20 hours/week) reports directly to the Director of the CUNY Dominican Studies Institute and works closely with other CUNY DSI staff, including the Associate Director and Accounts & Grants Coordinator, for the implementation of the program.

Other Duties

Duties and Responsibilities

1. Provides administrative support for the organization of incoming fellows’ trip to and stay in New York City, such as purchasing plane tickets, preparing all necessary documents for the fellows to process their visa application, registering for health insurance, finding accommodation in New York City, etc.
2. Organizes scholarly activities for the fellows in New York City, such as public engagement events, conferences, panel discussions, either at City College and/or partnering community organizations and universities.

3. Organizes the fellows' travels to at least one other university that is a member of the *Crossing Latinidades Humanities Research Initiative*, sponsored by the Andrew W. Mellon Foundation, which includes the University of Illinois, Chicago (UIC) and Florida International University in Miami (FIU), where they will engage in scholarly activities.
4. Supports the Director and work with a videographer in the creation of a video documentary that will document the experience of the fellow during their stay in New York.
5. Keeps a record of all activities and expenses for preparation of final report.
6. Drafts final report on grant activities.
7. Prepares draft of call for application for the 2024-2025 cohort of fellows; receives and prepares applications for their review by the evaluation committee.
8. Any other duty required for the good functioning and success of the Threatened Dominican Scholars program.

Qualifications

Knowledge, Skills, and Abilities

The successful candidate will demonstrate:

- Attention to detail and capacity to process information and documentation in an organized and methodic way.
- Ability to communicate effectively, both orally and in writing, with fellows, scholars, administrative staff, and other individuals, at City College and partner organizations.
- A positive and empathetic attitude towards others.
- Written and spoken fluency in Spanish.
- Knowledge of and familiarity with the Dominican Republic and/or the Dominican people in the US, a plus.

Education and Experience

- Preference will be given to a graduate student enrolled in social sciences or humanities programs, in a discipline or field and/or Latino/a/x and Latin American/Caribbean studies.
- Previous administrative experience preferred.

Salary & conditions

- This is a part-time position: 20 hours/week
- Starting date: as soon as possible
- Duration of appointment: one year from starting date
- Salary: \$29-\$32/hour plus benefits

Interested persons should submit an application and include the following:

- resume
- a letter of inquiry
- CV
- names of two references