

Job Title	Mellon Grant Study Groups and Digital Humanities Coordinator
PVN ID	HC-2112-004426
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	Center for Puerto Rican Studies
Status	Full Time
Annual Salary	\$62,400.00 - \$78,000.00
Hour(s) a Week	35
Closing Date	Dec 21, 2021 (Or Until Filled)

General Description

POSITION DETAILS: CENTRO: The Center for Puerto Rican Studies at Hunter College - CUNY is a research institute dedicated to the study and interpretation of the Puerto Rican experience in the United States. CENTRO produces and disseminates relevant interdisciplinary research and collects, preserves, and provides access to library resources documenting Puerto Rican history and culture. We seek to link scholarship to social action and policy debates and to contribute to the betterment of our community and enrichment of the field of Puerto Rican studies.

Study Group Coordinator position is to support the complex administrative and operational work associated with the launch of a new, collaborative research initiative under Acting Director Dr. Yarimar Bonilla. This is a three-year, grant-funded staff position. This staff position reports directly to Dr. Bonilla. The Study Group Coordinator has no direct staff reports but may supervise the work of student interns and research assistants as well as consultants such as translators and interpreters. Responsibilities will include but not be limited to:

- Developing and implementing communication and other systems to facilitate efficient coordination of study groups across linguistic, geographic, and institutional boundaries
- Day-to-day administration involved with contracting and compensating study group participants, including liaising with internal and external partners as needed
- Booking and coordinating travel, technology, catering, hotel, and other event logistics as required for both virtual and in-person gatherings on-site at Hunter College and elsewhere, including in Puerto Rico
- Working with CENTRO finance and administrative team to track and report on grant-funded project expenses
- Complex meeting scheduling for CENTRO Director and study group participants
- Coordinating contracting and tracking deliverables and compensation for interpreters, translators, web designers, publicists, marketing specialists, and other contractors/consultants supporting study group efforts
- Supporting CENTRO Director and other co-conveners with research and participant recruitment logistics as needed
- Carrying out other projects and tasks related to the study groups as assigned by CENTRO Director

Other Duties

Digital Humanities Coordinator duties may overlap with the work involving the Mellon study groups. Duties include the following but are not limited to:

- Coordinate the e-journal and Digital Humanities projects in a new upgraded and user friendly platform following a specific guideline that will involve work and efforts from all Centro staff teams.
- Coordinate submissions, peer-review and publishing process with Centro Journal editor and digital platforms support team.
- Coordinate art exhibits and integrate them to the web-page in a user friendly way.
- Promote submissions and gather project information and needs from scholars, authors and/or artists.

Qualifications

QUALIFICATIONS

- A Master's degree in an appropriate and relevant field
- Fluency in both Spanish and English
- Five years of experience with complex program administration.
- Candidates should also be prepared to demonstrate their skills with the Microsoft Office Suite of programs and Zoom.

The preferred candidate will have one or more of the following attributes:

- Knowledge of Puerto Rico's and the Puerto Rican diaspora's history and culture.
- Experience in working in complex organizations, particularly in higher education.
- Experience working with academics, journalists, and/or artists.