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<b>Job Title</b>	Metadata Project Archivist
<b>PVN ID</b>	HC-2306-005652
<b>Category</b>	Instruction and Social Service
<b>Location</b>	HUNTER COLLEGE
<b>Department</b>	Center for Puerto Rican Studies
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$45,500.00 - \$55,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 03, 2023 (Or Until Filled)

## General Description

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### Assignments & Supervision:

Working under the supervision of the Digital Archivist, the primary assignments would be to add item level metadata and media files to object records as part of a National Endowment for the Humanities grant. Work assignments may vary depending upon project needs.

### Responsibilities:

- Add item level metadata to digital objects for access and discovery in Centro's content management system.
- Conduct research using CENTRO Library & Archives resources as needed to enhance item metadata.
- Process digital images for preservation and access.
- Work collaboratively with staff in a team environment on a variety of projects.

### 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)

## Other Duties

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**To apply:** Submit a cover letter, resume and contact information for 2 professional references; for any questions please contact [lindsay.wittwer@hunter.cuny.edu](mailto:lindsay.wittwer@hunter.cuny.edu)

## Qualifications

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### **Qualifications:**

- Masters in Library and Information Science, or equivalent degree, with a specialization in archival management.
- Knowledge of archival encoding and descriptive standards (EAD, METS, MODS, Dublin Core, DACS, etc.)
- Ability to work independently, exercise sound judgment, and interpret and apply policies and procedures.
- Ability to communicate effectively orally and in writing.
- Strong organization and time-management skills; attention to accuracy and detail is essential.
- Knowledge of the history of Latino and/or Puerto Rican populations and communities in the US is preferred.
- Working knowledge of both English and Spanish languages.