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| Job Title | Project Archivist |
| PVN ID | HC-2312-006016 |
| Category | Research |
| Location | HUNTER COLLEGE |
| Department | Center for Puerto Rican Studies |
| Status | Full Time |
| Annual Salary | \$54,600.00 - \$63,700.00 |
| Hour(s) a Week | 35 |
| Closing Date | Apr 19, 2024 (Or Until Filled) |

General Description

Assignments & Supervision:

The Center for Puerto Rican Studies at Hunter College (CENTRO) is hiring a Project Archivist. Primary assignment would be to process the recently acquired Ibrahim González collection, including creation of a detailed inventory, arrangement and description of material, implementation of preservation protocols as needed, producing a detailed finding aid, and collaborating on promotion and outreach of the collection. González was a radio personality, musician, photographer, writer, and teacher prominent in the New York City Latine music scene, as well as an active member of the Hispanic Islam community in Harlem and the Bronx.

Work assignments may vary depending upon library and archival project needs. The Project Archivist reports to the Archival Collections Manager and may oversee the work of college assistants for specific aspects of the project.

Responsibilities:

The Project Archivist is responsible for the arrangement and description of personal papers in Centro Archives holdings. Responsibilities include:

- Implementing “More Product, Less Process” collection processing
- Appraisal and description of materials
- Weeding and inventorying of the collection
- Writing, researching and editing a finding aid, reports, and web content.
- Supervising and training work-study students for this project
- Working collaboratively with staff in a team environment to promote the collection

Other Duties

Qualifications

Qualifications:

- Masters in Library and Information Science, or equivalent degree, with a specialization in archival management.
- Demonstrated professional experience processing archival collections.
- Demonstrated understanding of the principles of arrangement and description, and familiarity with archival standards, specifically DACS.
- Ability to recognize archival preservation issues and apply basic preservation techniques.
- 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.
- Knowledge of Arabic and/or Islam a plus.
- Ability to communicate effectively orally and in writing.
- Strong organization and time-management skills; attention to accuracy and detail is essential.