
Job Title	Research Assistant
PVN ID	LE-2506-006886
Category	Clerical/Office Services
Location	LEHMAN COLLEGE
Department	Mexican Studies Institute
Status	Part Time
Hourly Rate	\$28.20-\$28.20
Hour(s) a Week	19.00
Closing Date	Aug 09, 2025 (Or Until Filled)

General Description

CUNY MSI (Mexican Studies Institute) at Lehman College is dedicated to empowering the Mexican and broader Latinx communities in New York City through research, education, and community engagement. The Research Assistant, under the guidance of the Assistant Director for Research and Publications, will support the Institute's initiatives on research design and planning, proofread publications, and archival and library planning and organization for research and reference purposes.

Other Duties

The Research Assistant (RA) for Research and Publications will contribute to the daily operations related to the different research lines and initiatives of the Mexican Studies Institute. The RA will help with the organization and consolidation of the CUNY MSI Archives and Library project, both digital and physical, and will provide administrative and programmatic support to the area, engaging in different research and publications activities, especially implementing and developing academic projects, ensuring their execution and final production.

Key Responsibilities

- Support the ADRP with the development of research proposals, plans, design, and execution
- Conduct literature reviews, data collection, and analysis
- Organize and manage research data, research reports, articles, essays, and books, ensuring accuracy, completeness, and confidentiality. Use relevant software tools and databases for efficient data storage and retrieval
- Utilize statistical tools and software to analyze research data. Generate graphs, charts, and reports to present findings. Collaborate with statisticians or data analysts if required
- Maintain detailed and accurate records of research activities, methodologies, and results
- Prepare research reports and contribute to the writing of academic papers for publication

- Adhere to ethical guidelines and standards in research and ensure compliance with institutional review board (IRB) requirements when necessary
- Train, supervise, and manage staff members, interns, and volunteers involved in research and publishing projects
- Identify research and draft proposals for external funding and assist in drafting and proofreading research grant proposals
- Support organizing academic conferences, workshops, and symposia that align with research. Help coordinate and manage event logistics
- Other duties as assigned

Qualifications

- **Research Skills:** Qualitative research design and methodologies. Previous experience in a research setting, either through coursework or practical applications. Ability to summarize and interpret data, corpus, media, and archival material
- **Communication Skills:** Strong written and verbal communication skills are essential in Spanish and English. The ability to convey complex ideas clearly and concisely
- **Organizational Abilities:** Excellent organizational skills to manage data, maintain records, and handle administrative tasks efficiently. The ability to multitask and prioritize responsibilities

Qualifications

- **Attention to Detail:** A keen eye for detail is necessary to ensure accuracy in data collection and entry, as well as in the execution of research protocols
- **Master's degree required;** ABD Ph.D candidates, or advanced degree preferred in a relevant field (e.g., Social Sciences, Humanities, Anthropology, Sociology, Latin American, Iberian, and Latino Cultures)
- **Bilingual proficiency** in Spanish and English
- **Experience** supervising and mentoring staff or interns in a research or academic setting