JOB ANNOUNCEMENT - Graduate Assistant A
Assistant Director, Hunter College Social Sciences Computing Lab

The Hunter College Social Sciences Computing Lab is a multi-purpose, multi-disciplinary Learning Center serving the instructional and research computing needs of Hunter College faculty and students. It has a networked, Windows-based computer classroom that is open for walk-in use outside of scheduled class times.
The applicant must be enrolled in a CUNY-affiliated PhD program. The position is half-time, with a salary starting at $23,846 or higher, depending on experience. Applications are being accepted for the period 8/27/2019 - 08/26/2020. Further renewal is possible for 3-5 years while enrolled as a graduate student. Please address your résumé and the names and phone numbers of three references (two job references, one academic reference) to:

Nick Trippel
Director, Social Sciences Computing Lab
Room HE B119
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695 Park Avenue, New York, NY 10065
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http://urban.hunter.cuny.edu/ssl/

Candidates must have job experience in which they have proven themselves reliable, responsible, organized, and able to communicate effectively and work well with others. Prior administrative background is desired, significant mentoring or supervisory experience is valued, as is knowledge of one or more of the following statistical programs: SPSS, SAS, and/or Stata.

Assists the Manager in all activities involved in running the Lab, including:
- Hiring, training, scheduling and supervising undergraduate employees including management of the staff payroll.
- Routine administration duties including but not limited to lab scheduling, communication with the Purchasing and Facilities Management departments, inventory management and filing.
- Maintaining and developing the Lab's web site, which posts information about the Lab.
- Advising instructors and researchers on computing resources and techniques, especially regarding the Lab's equipment, software, data and policies.
- Providing a positive learning environment for students and faculty while fostering a hospitable, productive workplace for student employees.

If time and experience permits, the applicant might also assist the Manager with technical tasks involved in running the Lab, including:
- Troubleshooting minor technical problems, including computer hardware, PC and network operating systems, and PC applications.
- Researching, acquiring, installing, updating and customizing software and equipment.