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<b>Job Title</b>	Assistant Director for Research and Publications
<b>PVN ID</b>	LE-2411-006580
<b>Category</b>	Managerial and Professional
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	CUNY Mexican Studies Institute
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$64,648.92 - \$64,648.92
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 20, 2025 (Or Until Filled)

## General Description

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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 Assistant Director for Research and Publications, under the guidance of the Director will oversee the strategic direction and operations of CUNY Mexican Studies University Press (CUNY-MS University Press) and manage research initiatives.

Under the general supervision of the Director, the Assistant Director for Research and Publications (ADRP) will provide administrative and programmatic support to the Institute, overseeing research and publication activities, and ensuring efficient operations. The ADRP will work closely with the Director and other Assistant Directors to implement strategic goals and academic projects, manage research dissemination, and oversee the operations of CUNY-MS University Press.

## Other Duties

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### Key Responsibilities:

- Work with the Director to develop and implement strategic plans for research and publishing, including long-term objectives for CUNY-MS University Press.
- Supervise daily operations of CUNY-MS University Press, ensuring compliance with academic publishing standards and regulations. Oversee peer review processes, content development, and publication timelines.
- Train, supervise, and manage staff members, interns, and volunteers involved in research and publishing projects.
- Manage and monitor budgets for research and publication initiatives, prepare financial and project reports for stakeholders, and assist in fundraising activities, including drafting grant proposals.
- Coordinate with authors, editors, and reviewers to maintain the quality of academic publications. Oversee

the design and production of research reports, journals, and books.

- Organize academic conferences, workshops, and symposia that align with research goals. Coordinate facilities reservations and manage event logistics.
- Develop and maintain partnerships with academic and research institutions, both locally and internationally, to promote research and publication efforts.
- Research and draft proposals for external funding. Prepare and submit reports for grants as needed.
- Aid in preparing materials for Advisory Board meetings and other administrative tasks. Serve as a liaison for CUNY MSI in the absence of the Director.
- Other duties as assigned.

## Qualifications

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### Core Competencies / Qualifications

- Strong organizational, writing, and editing skills in English and Spanish.
- Demonstrated experience in academic publishing or research management in a higher education environment.
- Excellent communication and interpersonal skills for engaging diverse stakeholders.
- Familiarity with IRB guidelines and data protection best practices.
- Strong computer skills, including proficiency in Microsoft Office Suite and advanced knowledge of MS Excel.
- Ability to work flexible hours, including evenings and weekends, as needed.

### Qualifications:

- Master's degree required; Ph.D. or advanced degree preferred in a relevant field (e.g., in Latin American, Iberian, and Latino Cultures with a Hispanic Linguistics track, Social Sciences, Humanities, Education, or Publishing).
- Bilingual proficiency in Spanish and English.
- Experience managing publication projects and academic research dissemination.
- Familiarity with academic grant writing and reporting.
- Experience supervising and mentoring staff or interns in a research or academic setting.