Job Announcement
OpenCUNY
Coordinator for Organizing and Action

The DSC seeks candidates for the OpenCUNY Coordinator for Organizing and Action.

The Coordinator for Organizing and Action supports individual students and student groups including DSC committees, affiliates, chartered organizations, and program student associations. The Coordinator for Organizing and Action helps students to organize, collaborate, and amplify their messages using the OpenCUNY.org platform.

OpenCUNY.org was created in 2008 to provide a student organized, open-source, web platform for the The Graduate Center community. OpenCUNY coordinators maintain the OpenCUNY WordPress platform to provide access to a free and open source digital media platform that supports graduate students in sharing work and creating their digital presence. Coordinators also host events and workshops that advocate for and support the use of open source technology for the GC digital community.

The Coordinator for Organizing and Action routinely reaches out to student groups to consult on a range of projects including organizational websites, stand-alone projects, conferences, research, and digital publications. The coordinator also helps develop resources to support these organizations and student projects. Ideal candidates for the Coordinator position will have WordPress experience, knowledge of DSC operations, and show an interest in the development of open source technologies.

The ideal candidate will demonstrate the following qualities:

- Strong front-and back-end WordPress experience, such as updating plugins and troubleshooting website issues
- Familiarity with the Doctoral Student Council (DSC) and chartered organizations
- Ability to work with individuals and groups, specifically on website creation and design
- A collaborative work ethic and ability to work efficiently asynchronously
- Experience running workshops or hosting events

This role is expected to require ~10 hours of work per week, which will include but not be limited to meetings with other Coordinators, maintaining the WordPress platform, troubleshooting tech issues, planning events, etc. The new coordinator will start in October 2019, and receive a stipend of approximately $6981.92 annually, paid in monthly portions $581.83. The OpenCUNY Coordinator stipend can be combined with other graduate stipends.

Because OpenCUNY is a digital platform that serves the community of Graduate Center students, applicants must be a matriculated Graduate Center Students and have an OpenCUNY account at the time of application and throughout the duration that the position is held.

If you have any questions about this position or about OpenCUNY, please email the current OpenCUNY Coordinators at: info@opencuny.org

To apply, please send a cover letter that addresses the bullet points above, a CV, and a one-page list of digital projects by Tuesday, September 3rd at 11:59 PM, to the DSC Co-Chair for Student Affairs: ccsa@cunydsc.org