Job Title	CTE Programs Research and Analysis Assistant
PVN ID	BM-2103-003945
Category	Research
Location	BOROUGH OF MANHATTAN C. C.
Department	Institutional Effectiveness & Analytics
Status	Full Time
Annual Salary	$50,960.00 - $54,000.00
Hour(s) a Week	35
Closing Date	Jun 17, 2021 (Or Until Filled)

General Description

Under the general direction of the Institutional Research Director in the Office of Institutional Effectiveness and Analytics (IEA), this position is responsible for providing data support for the College's Perkins-eligible Career and Technical Education (CTE) Programs. Data will be acquired and analyzed from the Academic Support, Student Support, and Administrative Units. Borough of Manhattan Community College (BMCC) is seeking the services of an individual with demonstrated expertise and skills specific to educational research, data analytics, and technical writing. The successful candidate will possess strong qualitative and quantitative research skills. The position requires regular collaboration with academic departments, student support offices, academic support offices and institutional working groups as well as high-level data collection, data analysis, report writing, and presentation skills.

Other Duties

Position Responsibilities:

Support the mission of the College and the implementation of the goals of IEA in the following ways:

- Produce informational, technical, and analytical reports in support of the College's efforts to enhance and improve student success;
- Advise faculty and staff regarding the appropriate use of data and data methodologies;
- Develop and conduct research studies associated with grants and institutional projects;
- Engage in data acquisition and extraction from College and City University of New York (CUNY) databases;
- Develop and maintain institutional databases;
- Provide research and analytical support to related institutional student success initiatives and projects;
- Conduct statistical analyses focused on student success factors;
- Work with IEA to support assessment of student learning and the environment for student learning within

the College.

Qualifications

Core Competencies:

- Demonstrated knowledge in research methodology including both qualitative and quantitative techniques;
- Demonstrated experience with the design, development, analysis, and reporting of major research projects;
- Significant knowledge of Microsoft Office (including Word, Excel, and Power Point);
- Knowledge of R, Python, or similar software;
- Ability to write clearly and effectively to general audiences about research design, implementation, analysis and research findings;
- Ability to produce CTE reports targeted at both research and non-research audiences;
- Participate in trainings and professional development activities;
- The ability to work independently and under general supervision to provide courteous and accurate customer service to all students, faculty, staff, and visitors of diverse backgrounds;
- A demonstrated history of supporting program evaluation is preferred;
- Experience with predictive analytics, Tableau, and PeopleSoft as well as basic knowledge of coding are all pluses;
- Perform other related duties as assigned.

Qualifications:

- Bachelor's degree from a recognized college or university with a major study in computer science, education administration, education, social sciences, statistics or a related field is required **and** must possess at least four (4) years of professional work experience in higher education, or in not-for-profit or community-based organization related to education and youth. A Master's degree within any of the aforementioned fields is preferred.
- Must demonstrate the ability to effectively work remotely as well as in-person.
- Experience with institutional research, program evaluation, educational research, educational data assessment and reporting, measurement and evaluation or related areas is required. Previous higher education experience and experience working with grants is a plus.

This is a grant-funded position through the Perkins Grant.