



<b>Job Title</b>	Career and Technical Education Research Analysis Assistant
<b>PVN ID</b>	BM-2208-004993
<b>Category</b>	Research
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	Office of Institutional Effectiveness and Analytics
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,960.00 - \$57,305.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 17, 2022 (Or Until Filled)

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## General Description

Under the general direction of the Institutional Research Director or a designee, 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.

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## Other Duties

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

- Provide data and analytical support for Perkins CTE grant reporting to academic and administrative offices;
- Produce informational, technical, and analytical reports in support of the College's efforts to enhance and improve CTE student success;
- Advise CTE faculty and staff regarding the appropriate use of data and data methodologies;
- 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 CTE student success initiatives and projects;
- Work with Academic Affairs and IEA to support assessment of CTE student learning and the environment for CTE student learning within the College.

## Qualifications

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### Core Competencies:

- Demonstrate ability to manipulate datasets from different sources;
- Ability to learn the requirements of the Perkins CTE grant;
- Ability to communicate and present findings to various CTE stakeholders at the college in writing as well as verbally;
- Ability to provide consultation and workshops to inform and streamline procedures for CTE reporting, data collection, and development measurable outcomes;
- Significant knowledge of Microsoft Office (including Word, Excel, and Power Point);
- Knowledge of R, Python, or similar software;
- Knowledge of relational databases (e.g., Peoplesoft);
- 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;
- Perform other related duties as assigned.

### Qualifications:

- Bachelor's degree from a recognized college or university **and** at least (2) two years of professional work experience in higher education. Or a Master's degree.
- Must demonstrate the ability to effectively work remotely as well as in-person.
- Previous professional experience in higher education, working with grants, and/or data analysis preferred.

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