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<b>Job Title</b>	Research Analyst
<b>PVN ID</b>	CU-1806-002545
<b>Category</b>	Research
<b>Location</b>	CUNY SYSTEM-WIDE ACCOUNTS
<b>Department</b>	Associate Vice Chancellor-WiTny/2xTech
<b>Status</b>	Part Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	15.00
<b>Closing Date</b>	Aug 11, 2018 (Or Until Filled)

## General Description

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The part-time analyst will work in the Office of Institutional Research under the supervision of the Director in collaboration with the WiTNY and the CUNY 2X Tech teams to conduct analyses of CUNY student data for decision support and reporting of those programs. The hours worked are flexible but it is preferable for the analyst to work approximately 15 hours a week.

### About WiTNY

WiTNY (Women in Technology and Entrepreneurship in New York) was established in 2016 as a corporate-funded, multi-year partnership between Cornell Tech and the City University of New York with a mission to facilitate, encourage and enable a significant increase in the participation of women in both higher education and entrepreneurship in fields related to technology in the New York market. WiTNY's goal is to double the number of women graduating from CUNY with degrees in computer science and related tech disciplines by delivering programs in three key areas: 1. Curriculum Innovation 2. Career Access and 3. Community Development.

### About CUNY 2x Tech

CUNY 2X Tech is an initiative of the NYC Tech Talent Pipeline at the Department of Small Business Services in partnership with CUNY. Launched in 2017, it is a Mayoral initiative to double by 2022 the number of New Yorkers graduating from CUNY with bachelor's degrees in tech majors ready to compete for jobs. Designed in partnership with NYC Tech Talent Pipeline industry and academic leaders, this five-year, multi-million dollar initiative brings together CUNY senior colleges and NYC tech employers to better align tech education with industry needs and expand access to quality tech careers. Participating schools receiving funding for new faculty, tech-specific academic advising, industry adjuncts, and work-based learning experiences. The part-time analyst will help the City and CUNY determine the impact of these interventions.

## Other Duties

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### **Specific Responsibilities:**

- Fielding requests from both programs, WiTNY and CUNY 2X Tech.
- Working with a variety of analytic tools to query, analyze and report data including but not limited to SPSS, Stata, R and Oracle software products
- Designing and executing recurring database queries as well individual queries designed to answer specific questions, including the impact of specific programs as a function of student, campus, major, etc.
- Formatting, proofreading, and checking data for reporting materials and research reports.
- Preparing tabular and graphical presentations of data using Excel, PDF, PowerPoint, Tableau, etc.
- Providing support for survey development, administration and analysis.
- Other tasks related to queries, data analytics, interpretation, summarization and presentation as requested.

## Qualifications

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### **Qualifications:**

Candidates must have a baccalaureate degree and two years of related experience. Candidates should possess knowledge of basic statistics and have experience analyzing data using SPSS, Stata, R, or similar data analysis software. Graduate work in a discipline requiring quantitative and/or qualitative analysis, research methods, or survey questionnaire design is desirable. An interest in higher education research and technology is also desirable. Candidates should be proficient working with Microsoft Office products. Candidates should have a great attention to detail and possess oral and written skills necessary for communicating complex ideas and technical issues.

Salary: Commensurate with experience

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