

Job Title	Research Associate
PVN ID	GS-1509-000726
Category	Research
Location	The GRADUATE CENTER
Department	Center for Urban Research (NYCLMIS)
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Nov 11, 2015 (Or Until Filled)

General Description

The **New York City Labor Market Information Service (NYCLMIS)**, housed at the **Center for Urban Research** at the **CUNY Graduate Center**, seeks a **full-time research associate** to work as part of a team that performs research on jobs and the economy, prepares career planning informational tools, and provides strategic consulting. The overall function of the NYCLMIS is to help education, workforce and economic development policy makers and practitioners to better align their programs and policies to the demands of the labor market. For more information about us, see our website at <http://www/gc.cuny.edu/lmis>.

With supervision and support from the director of the NYCLMIS and other senior staff, the data research associate will:

- Analyze economic, labor market, labor force, and other data;
- Conduct interviews and focus groups;
- Write reports and briefs;
- Create presentation materials;
- Work on multiple projects simultaneously; and
- Participate in other research and technical assistance activities as needed.

Other Duties

Qualifications

- Master's degree and at least 4 years professional experience in a related research/policy role (experience may be substituted for education) as follows:

- Facility with MS Word and other Office products;
- Experience collecting, analyzing and summarizing information using qualitative methods, such as document review (including as administrative records, or trade or scholarly literature) and semi-structured interviews;
- Comfort with and understanding of quantitative methods and ability to interpret numbers, charts, and tables;
- Excellent writing skills, with a track record of summarizing complex material for a variety of audience types;
- Familiarity with – or interest in –workforce development policies and programs; and
- Experience working within a client-centered, team- abd project-based environment.

PLEASE INCLUDE BOTH RESUME AND COVER LETTER. ONLY COMPLETE APPLICATIONS WILL BE REVIEWED.