
Job Title	Post-Doctoral Fellow (one-year position)
PVN ID	GS-2001-003465
Category	Research
Location	The GRADUATE CENTER
Department	Center for Urban Research/ NYCLMIS
Status	Full Time
Annual Salary	\$45,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Mar 13, 2020 (Or Until Filled)

General Description

NYCLMIS is a workforce development and educational opportunity-focused research, evaluation, and consulting organization. Housed within the Center for Urban Research at the CUNY Graduate Center, we are comprised of expert researchers with diverse backgrounds and skillsets, from economists to sociologists to political scientists.

We support other mission-driven groups by helping them to harness the power of labor market data and research to inform best-practice interventions, with and through engagement of their client communities. We are dedicated to supporting social good and connecting individuals and communities to opportunity, particularly those who have been historically excluded or find themselves in the bottom half of the income distribution. We partner with nonprofits, educational institutions, government agencies, employers, private sector clients, and other programs that share this goal. To learn more about us, visit our website at <https://gc.cuny.edu/lmis>

We seek a full-time post-doctoral fellow (part-time possible if preferred) for a one-year appointment to provide both research and administrative support for our projects. With supervision and support from the senior fellow of research and the NYCLMIS director, the post-doctoral fellow will:

- *65% - Contribute to research projects:*
 - Gather and analyze economic, labor market, labor force, and other data;
 - Support data collection efforts, including administering surveys and summarizing their results, conducting and documenting interviews, and supporting focus groups;
 - Draft written project materials, such as research briefs, reports, presentation slides, and summary handouts;
 - Assist with efforts to establish and maintain a scholarly presence through disseminating work for conferences and academic journals.

Other Duties

- *25% - Provide program administration and management:* Working closely with NYCLMIS leadership, the post-doctoral fellow will be responsible for various administrative duties including organizing events and external meetings, updating and maintaining the NYCLMIS website (WordPress and Kentico), acting as a liaison to IT, Facilities, and Catering depts, and managing our listserv.
- *10% - Participate in other research and technical assistance activities, as needed.*

Qualifications

Technical skills/ credentials:

- Doctoral degree and at least 2 years professional experience in a related research, policy, or consultancy setting;
- Intermediate to advanced facility with Microsoft Office Suite and at least one of the following statistical analysis applications: SPSS, SAS, R;
- Proficiency with descriptive statistics and data manipulation (e.g., computing and recoding variables, merging files);
- Experience collecting, analyzing, and interpreting information using qualitative methods and programs such as Dedoose; and
- Familiarity with – or interest in – labor market data and its applications.

Communication/ collaboration skills:

- Highly organized and detail-oriented. Willing and able to assist with the administrative needs of projects and team;
- Excellent writing skills, including an ability to write for all types and levels of readers and copyedit reports and publications;
- Experience working within a client-centered and fast-paced project-based environment; and
- Emotionally intelligent, team-oriented, and collaborative.