

Job Title	Policy Research Associate
PVN ID	HC-2104-003974
Category	Research
Location	HUNTER COLLEGE
Department	Brookdale Center for Healthy Aging
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 17, 2021 (Or Until Filled)

General Description

The Brookdale Center for Healthy Aging is CUNY's aging research and policy center, located at Hunter College. Our work informs both policy and practice in fields that include public health, human services, urban planning, and economic development. Central to our goals is addressing the ways in which advantages and disadvantages accumulate across the course of people's lives, leading to inequities across socioeconomic levels. Our work specifically centers the experiences and needs of traditionally marginalized older adults such as BIPOC, immigrants, and LGBTQ people. Through this work, we strive to create opportunities for everyone to age as well as anyone can.

General Duties and Responsibilities

Brookdale seeks a skilled policy research associate with excellent writing, speaking, and teamwork skills to work under the general supervision of the Brookdale Center for Healthy Aging's Director of Strategic Policy Initiatives. Successful candidates will have experience in all or most of the following areas:

- Conducting research using a variety of sources, including but not limited to peer-reviewed studies, grey literature, and media articles.
- Synthesizing information from secondary sources and interpreting findings.
- Analyzing and interpreting legislation and policy guidance.
- Writing or supporting the production of reports and briefs that include policy recommendations.
- Discussing policy issues with a variety of audiences.
- Serving as a liaison with outside organizations.
- Responding to research and data requests.
- Following prepared texts and written guidelines for interviewing research subjects whenever required.

Other Duties

Core Competencies

- Prior experience in policy, government, advocacy, academia, and other areas of civic engagement. Prior experience with aging issues is desirable, but not required.
- Ability to do online research using search engines, Google Scholar, ProQuest, and similar databases.
- Comfort in conducting interviews on the phone or in person.
- Keen observation and note-taking skills at meetings.
- Skilled at taking direction and work as part of a team as well as independently.
- Ability to complete projects on time and anticipate/report delays.
- Ability to seek assistance when needed.
- Ability to work cooperatively with other researchers.
- Fluency in Spanish is desirable, but not required.
- Knowledge of statistical software or computer programming is desirable, but not required.

Qualifications

Qualifications

- Possession of core competencies and experience with general duties and responsibilities as evidenced through past work, accomplishments, and abilities. This evidence could take the form of a letter of recommendation from someone who can testify to your work, a writing sample, materials from an advocacy campaign in which you played a central role, and more;
- **AND** at least five years of experience in working in a research and policy environment;
- **OR** a Bachelor's degree from an accredited institution and three years of experience;
- **OR** a Master's degree or higher from an accredited institution and one year of experience.