Job Title	Research Analyst
PVN ID	JJ-1607-001262
Category	Research
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Prisoner Reentry Institute
Status	Full Time
Annual Salary	$55,000.00 - $70,000.00
Hour(s) a Week	35
Closing Date	Oct 17, 2016 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Research Analyst for a newly created position to design and implement a data gathering, analysis and reporting capacity that supports our rapidly expanding Educational Initiatives (EI). As part of a multi-faceted strategy to increase access to college for incarcerated and formerly incarcerated people, PRI currently operates the Prison to College Pipeline (P2CP), a college program within the NYS Department of Corrections and Community Supervision (DOCCS) and the College Initiative, a program that provides academic support in the community to students who have criminal justice histories. These programs use the ETO database.   PRI is now embarking on a dramatic expansion of its Educational Initiatives through the Second Chance Pell Pilot and two new statewide efforts, the College-in-Prison Reentry Initiative of the Criminal Justice Investment Initiative (CJII) and a project to map the landscape of higher education in NYS prisons. To learn more about the Prisoner Reentry Institute, please visit www.johnjaypri.org.

Other Duties

The Research Analyst is responsible for ensuring that the proper data is being collected, aggregated, analyzed and reported to inform the management of PRI's EI programs. In addition to PRI's direct service programs, this will include data collection from the College-in-Prison Reentry Initiative, a five-year project to increase the number of people enrolled in college in prison funded by the District Attorney of New York (DANY) as part of their Criminal Justice Investment Initiative (CJII). The Research Analyst will also collect quantitative data from DOCCS and the prison college providers to inform the systems mapping of higher education in NYS prisons. The Research Analyst will establish protocols and agreements for the collection and sharing of information on students and on program operations among DOCCS, various college providers, funders, and an outside evaluator, to be named. This involves the collection, aggregation, analysis and reporting on data from disparate data bases and for different purposes, including to facilitate the operation of programs, tracking of their management, and to conduct research on the larger system.

The Research Analyst will report to the Director of Educational Initiatives.

Qualifications

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The ideal candidate will have demonstrated expertise in data management, analysis and reporting; the ability to work with limited supervision, collaborate effectively with a range of stakeholders, and will be knowledgeable about metrics and analytics in higher education and corrections. Candidates should be proficient in the following areas:

- Aids in quantitative data collection, analysis, and reporting for rigorous evaluations data;
- Assist and guide and team on how utilize and validate data
- Manage a large and complex dataset and provide data subsets, when requested.
- Have knowledge in research methodologies
- Ability to analyze data using software use R, SPSS, SAS or STATA
- Work with the PRI team to manage data elements of the project
- Ability to effectively communicate research questions and results, orally and in writing
- Present the data to key stakeholders of the project
- Teach the PRI team about data management and basic data collection and analysis
- Maintains confidentiality as required by the project

Master's degree in educational or social science research or related fields and at least two year's experience preferred, or bachelor's and comparable experience.