Job Title	Senior Research Analyst
PVN ID	JJ-1704-001741
Category	Research
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Research
Status	Full Time
Annual Salary	$70,000.00 - $80,000.00
Hour(s) a Week	35
Closing Date	Jun 19, 2017 (Or Until Filled)

General Description

Research and Evaluation Center:

The John Jay Research and Evaluation Center (**JohnJayREC.nyc**) is an applied research organization and part of John Jay College of Criminal Justice in New York City. We provide members of the academic community with opportunities to respond to the research needs of justice practitioners in the city, New York State, and the nation. At any given time, the Center is working on several projects designed to discover, test, and improve programs and policies related to the justice system. In recent years, our work has taken us to California, Colorado, Illinois, Massachusetts, Michigan, Pennsylvania, and Tennessee among other states as well as Belize, Chile, Puerto Rico, and the United Kingdom.

JohnJayREC is hiring a Senior Research Analyst for a 24 month period, contingent on project funding. The Senior Research Analyst will work closely with the Center Director and other Center staff members to lead all research and analysis tasks for the evaluation. The main duties will include:

- Overseeing all project activities related to data collection, data analysis, and reporting;
- Coordinating and overseeing efforts of other research staff;
- Working collaboratively with the Center Director, Chief of Operations, and Project Manager to maintain project records, ensure effective use of budgetary resources, and communicate with the funding organization.

 The Senior Research Analyst will be responsible for managing and overseeing day-to-day operations to ensure the deliverables and goals for the project are met. The project will involve the analysis of large and complex datasets as well as conducting interviews and reviewing police and court records. The Senior Research Analyst will work with various stakeholders, data partners, and criminal justice practitioners in New York City to ensure the quality of the work, the reliability of the data, and compliance with the CUNY IRB and other contractual agreements. The Senior Research Analyst must be well-organized, deadline driven, and motivated.

Other Duties

- Observe and enforce all applicable policies governing the ownership of intellectual property, use of facilities and equipment, and investigation on human subjects;
- Aid in preparation of deliverables and ensure they are completed in a timely manner;
- Delegate day-to-day oversight of activities to research staff;
- Consult with other researchers and local authorities as appropriate;
- Assist in planning meetings, conferences, and designing web-based communications;
- Follow IRB-approved protocols and maintain confidentiality as required by the project;
- Follow protocols for gathering quantitative and qualitative data, coding data or information, constructing data bases using specified technology, analyzing data, maintaining data security, and archiving data as needed;
- Keep accurate, well-organized records;
- Perform all other duties as assigned.

Qualifications

- Intellectual strength in a field of knowledge, or specialty, pertinent to the research area, as evidenced in areas of study, teaching, publication and/or research background;
- Ability to work on a team as well as independently;
- Knowledge of and experience with strategies to prevent and respond to crime--especially gun violence.
- Knowledge of and experience with advanced statistical methods;
- Ability to conduct structured interviews with research subjects;
- Ability to author or co-author reports of substantial complexity;
- Ability to organize and participate in colloquia, symposia, presentations of reports, demonstrations, performances, etc. consistent with the scope and nature of the project and the requirements of the sponsor;
- Ability to exercise intellectual leadership in anticipating and resolving research issues;
- Knowledge of protocols for safe conduct of research, including the study of human subjects and the establishment of safety reporting procedures.

Ideal Qualifications of the Research Associate

- A PhD with advanced skills in quantitative and qualitative research methods;
- Experience with human subjects protections;
- Experience with evaluation strategies;
- Experience using structured interview protocols;
- Experience with data management, analysis, and innovative statistical techniques;
- Excellent written and verbal communication skills;
- Excellent interpersonal and project management skills
- Familiarity with the use of statistical analysis software, including ArcGIS, R, SAS, Stata, SPSS, and/or Excel.

Applications should include a cover letter addressing the applicant's familiarity with research

methods, evaluation strategies, and data collection and management.

For further questions or inquiries about the position or the application process, please email Kathleen Tomberg at ktomberg@jjay.cuny.edu with subject line "Project Fast Track Application." All applicants must apply on line.