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<b>Job Title</b>	Research Associate
<b>PVN ID</b>	JJ-1705-001816
<b>Category</b>	Research
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	Research & Evaluation
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$40,000.00 - \$45,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 17, 2017 (Or Until Filled)

## General Description

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### 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.

### Position:

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

- Participating in all project activities related to data collection, data analysis, and reporting, as needed;
- Working collaboratively with the Center Director, Chief of Operations, and Senior Research Analysts on all research activities.

The Research Associate will participate in all data collection and analysis activities to ensure the deliverables and goals for the project are met. The project will involve the analysis of large and complex datasets, conducting interviews and surveys, and other evaluation tasks. The Research Associate will work with members of the JohnJayREC research team to ensure the quality of the work, the reliability of the data, and compliance with the CUNY IRB. The Research Associate must be well-organized, deadline driven, and motivated.

## Other Duties

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- Observe and comply with 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;
- 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

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- Ability to work on a team as well as independently;
- Knowledge of and experience with statistical methods;
- Ability to conduct structured interviews with research subjects;
- 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:**

- Bachelors degree (required), Masters (preferred)-e.g. MA, MSW, MPA, MPH, MBA;
- Experience with evaluation strategies;
- Experience using structured interview and survey protocols;
- Experience with data management and analysis techniques;
- Excellent written and verbal communication skills;
- Excellent interpersonal 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](mailto:ktomberg@jjay.cuny.edu) with subject line "Research Associate Application."