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<b>Job Title</b>	Research Coordinator
<b>PVN ID</b>	JJ-1705-001817
<b>Category</b>	Research
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	Research & Evaluation Center
<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>	Jun 19, 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 Coordinator for a 24-month period, contingent on project funding. The Research Coordinator will work closely with the Center Director and other Center staff members on a project focused on public housing communities in the New York City area managed by the New York City Housing Authority (NYCHA). As part of a larger project funded by New York City government, the Research Coordinator will ensure that project activities and data collection strategies are in line with JohnJayREC's evaluation of the project. The main duties of the Research Coordinator include:

- Being present regularly in NYCHA areas that are a part of the study and establishing as well as maintaining relationships with relevant individuals (e.g., Site Coordinators, Resident Association Council, etc.);
- Overseeing activities related to data collection, data analysis, and reporting as they occur in each NYCHA community;
- Collaborating with three other JohnJayREC Research Coordinators to ensure effective coverage of all project activities;
- Working collaboratively with the JohnJayREC Director, Chief of Operations, and Project Director to maintain project records and provide regular updates of project activities.

The Research Coordinator will be responsible for overseeing day-to-day operations of project activities in several NYCHA communities, communicating with other JohnJayREC staff to address challenges and problems as they arise, and meeting with other project staff as needed.

## Other Duties

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- Oversee day-to-day project activities in NYCHA communities;
- Engage with community residents as necessary;
- Update Center Director and Project Director on all community project activities;
- Collaborate with other Research Coordinators to ensure that project tasks are handled effectively and efficiently;
- Follow IRB-approved protocols and maintain confidentiality as required;
- Follow protocols for gathering quantitative and qualitative data, maintaining data security, and archiving data as needed;
- Keep accurate, well-organized records;
- Aid in preparation of deliverables and ensure they are completed in a timely manner, as needed;
- Perform all other duties as assigned.

## Qualifications

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- Ability to work on a team as well as independently;
- Ability to work effectively with members of the community;
- Ability to exercise intellectual leadership in anticipating and resolving research and data 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:**

- Bachelors degree (required), Masters (preferred)-e.g. MA, MSW, MPA, MPH, MBA.
- Work experience commensurate with expectations of job functions.
- Ideal candidates will have excellent organizational skills; strong verbal and written communication skills; ability to negotiate; and ability to work both independently and in a team environment.
- Ability to prioritize and multitask.
- Must be willing to travel regularly throughout the 5 boroughs of NYC.

**Applications should include a cover letter addressing their familiarity with community services, research and evaluation strategies, and project 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 Coordinator Application."