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| Job Title | Administrative Assistant |
| PVN ID | JJ-1708-002038 |
| Category | Clerical/Office Services |
| Location | JOHN JAY COLLEGE OF CRIMINAL JUSTICE |
| Department | Psychology |
| Status | Part Time |
| Salary | Depends on qualifications |
| Hour(s) a Week | 0.00 |
| Closing Date | Nov 06, 2017 (Or Until Filled) |

General Description

The Research Network on Misdemeanor Justice at John Jay College of Criminal Justice

Position: Administrative Assistant

Employment type: Part-time, 15 hours per week

Experience: Early Career

Industry: Criminal Justice; Government; Academia

The Research Network on Misdemeanor Justice:

The Research Network on Misdemeanor Justice was launched at John Jay College of Criminal Justice in New York City. The goal of the Research Network is to use the power of data analytics to inform policy conversations and reform regarding the enforcement of low level offenses.

The Research Network on Misdemeanor Justice is part of the Misdemeanor Justice Project (MJP). The MJP has produced a series of reports examining trends in the enforcement of lower-level offenses in New York City (and to a lesser extent New York State) including misdemeanor arrests, criminal summonses, and pedestrian stops. We have analyzed data by demographics (i.e., gender, race, and age), charges, dispositions, and sentences. These works have substantially informed criminal justice reform in New York City. The Research Network has identified six additional cities to create a network focused on similar analyses to determine local trends in the enforcement of lower-level offenses and understand multi-site differences.

The Research Network on Misdemeanor Justice strives to provide an empirical framework to inform data-driven policy initiatives at local, state, and national levels. The Research Network is fully committed to working with criminal justice practitioners to obtain accurate data, provide objective analyses, and disseminate our findings to key stakeholders in the community, renowned scholars, and policy-makers to spur a national

discourse on the enforcement of lower-level offenses.

The Research Network provides funding to research partners, academic institutions, and/or not-for-profit institutes in these cities to build infrastructure that will allow them to collect and monitor local criminal justice trends including arrests practices and pretrial detention.

The Laura and John Arnold Foundation is funding the Research Network on Misdemeanor Justice for a three-year span. The Research Network on Misdemeanor Justice recently entered its second year.

Position: As the Administrative Assistant you will work closely with the Principal Investigator and the Executive Director. You will provide routine administrative support including but not limited to: completing payment requests and purchasing, scheduling, filing, writing and editing documents, and project and staff coordinating services. You will also be responsible for social media (Twitter), as well as updating our website.

Other Duties

Responsibilities

- Observe and enforce all Research Foundation (RF) policies on ownership of intellectual property, use of facilities and equipment, and investigation on human subjects;
- Perform clerical work including updating databases, lists and files to ensure completeness and accuracy;
- Organize meetings and other project related events including space reservations, catering and travel arrangements;
- Submit payments requests and reconcile P-cards through the RF online system;
- Utilize WordPress to update website;
- Manage the project's Twitter account and send project related tweets;
- Order supplies and other office needs;
- Perform related duties as assigned

Qualifications

Core Competencies and Ideal Qualifications of the Administrative Assistant

- Ability to plan, organize, carry out, complete assignments; as well as the ability to manage multiple priorities and deadlines;
- Ability to anticipate project needs based on calendar and workload;
- Excellent interpersonal skills;
- Communicate effectively;
- Team player;
- Strong attention to detail
- Proficiency in MS Office Suite, particularly Microsoft Word, Excel and PowerPoint

Salary: Hourly rate based on experience and qualifications, 15 hours per week

To apply, please go to www.rfcuny.org. Under “About RF” there is a link for “Careers.” Please choose John Jay College of Criminal Justice to find the position.