

Job Title	Director of Program Monitoring and Evaluation
PVN ID	JJ-1812-002830
Category	Research
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	John Jay College Prisoner Reentry Instit
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jan 22, 2019 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Director of Program Monitoring and Evaluation to oversee the collection, review, analysis, reporting and interpretation of data with a connection to performance metrics and continuous performance improvement across our diverse direct service portfolio.

About the Prisoner Reentry Institute

The Prisoner Reentry Institute (PRI) is one of twelve institutes that collectively comprise the Research Consortium of the John Jay College of Criminal Justice. PRI's diversified portfolio reflects an overall focus on understanding what it takes for people to live successfully in their communities after contact with the criminal justice system, and on increasing the effectiveness of the professionals and systems that work with them. To learn more about PRI's work, please visit www.johnjaypri.org.

Other Duties

Job Duties and Responsibilities

Under the supervision of the Chief of Staff, the Director of Program Monitoring and Evaluation will work closely with PRI leadership and staff across PRI's programs to build a responsive and effective system of data collection and data management for improved programmatic decision-making. The ideal candidate will have demonstrated expertise in data collection, data entry, data management, analysis, and reporting; and a strong understanding of how decision-making is supported by timely and reliable data. S/he also will be expected 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:

- Oversee the design, development, and implementation of a new PRI database that supports programs and development; manage data quality through regular database reviews; analyze qualitative and quantitative data to monitor program performance, including identifying and analyzing performance strengths, trends, and areas in need of improvement
- Oversee quantitative and qualitative data collection, analysis, and reporting
- Oversee the development and implementation of data entry, data collection, data management, and data security protocols
- Synthesize qualitative and quantitative findings into clear reports for leadership and program teams and for external stakeholders including funders
- Manage PRI's selection process and to hire an external evaluation vendor and manage ongoing relationship with vendor during evaluation's implementation and reporting phases
- Communicate findings to program staff through trainings and presentations
- Recommend best practices for data entry
- Work closely with PRI staff to develop data collection forms including applications, intake and assessment forms, service delivery forms, and evaluation/feedback forms as needed for all programs and events
- Participate in program planning
- Collaborate with Operation staff, including the senior grant writer and communication associate, by supplying statistics for grant reports, proposals, newsletters, events, and PRI's website
- Supervise research assistant/data entry staff and interns, as appropriate
- Collaborate and coordinate with external researches for ad-hoc research projects
- Other duties as assigned

Qualifications

Qualifications

- Master's degree in educational or social science research or related fields and at least five to seven years' experience preferred, or bachelor's and comparable experience
- Demonstrated experience creating data files and managing, cleaning, merging, and analyzing data
- Knowledge of research methodologies and when to use which methodology
- Demonstrated experiences managing data using Excel and analyzing data using R, SPSS, SAS or STATA
- Knowledge of Salesforce

Application

Interviews will be scheduled in January. Please submit a resume and cover letter.