Job Title	Research Analyst
PVN ID	JJ-1905-003090
Category	Research
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Psychology
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jun 27, 2019 (Or Until Filled)

General Description

The Data Collaborative for Justice:

In 2013, the Misdemeanor Justice Project launched at John Jay College of Criminal Justice with the mission of documenting trends in misdemeanor arrests and other lower-level enforcement activities —a critical and understudied component of the criminal justice system. MJP has partnered with state and local agencies in New York to publish reports on topics including misdemeanors, summonses, pedestrian stops and jail admissions. In 2019, the Data Collaborative for Justice was launched to encompass the work of the Misdemeanor Justice Project and our expanding portfolio of analyses, evaluation, and partnerships around the nation. DCJ will continue to broaden our understanding of those frequent interactions between community members and the criminal justice system that can have significant implications for police-community relations, trust and confidence in the criminal justice system more broadly, racial justice, economic justice, government efficiency, and public safety.

Position: The Research Analyst will work closely with the Principal Investigator and other staff members of the Data Collaborative for Justice to analyze and interpret quantitative findings and disseminate them via scholarly journals, policy reports, and policy briefs. The Research Analyst will work with large and complex datasets and will assist with ongoing research analyses using diverse research methods. The Research Analyst will also work with maps and Census data. The role of the Research Analyst may also require administrative tasks, as needed.

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;

- Maintain confidentiality as required by the project or as directed by the Principal Investigator;
- Assists in quantitative data collection, analysis, and reporting for rigorous evaluations of local and state data;
- Aids in preparing and delivering presentations and reports to board members, data partners, stakeholders, and scholarly forums;
- Works to create effective data visualizations of complex data;
- Works with maps and conducts geospatial analyses;
- Works with Census data;
- Ability to organize and participate in colloquia, symposia, presentations of reports, demonstrations, performances, etc. consistent with the scope and nature of the project;
- Contributes to academic publications and other written documents;
- Attend relevant meetings, conferences, and specialized training as needed;
- Follows protocols for gathering quantitative data, coding data or information, constructing data bases using specified technology, analyzing data, maintaining data security, and archiving data as needed;
- Assists with organizing 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 on an as needed basis;
- Assists with other tasks when necessary.

Qualifications

Core Competencies

- Ability to comprehend and act on assignments of varying complexity;
- Ability to handle multiple assignments;
- Ability to work on a team as well as independently;
- Ability to operate in the computer/statistical environment of the research project;
- Ability to contribute to reports of substantial complexity;
- Ability to work with code and open source statistical software;
- 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.

Ideal Qualifications of a Research Analyst

- Proficient skills in quantitative research methods, using and performing descriptive and multivariate data analyses;
- Familiarity with the management of datasets and presentation of data;
- Expertise in data visualization techniques;
- Experience using a programming language such as R, Python or Stata (R experience strongly preferred);
- Mapping ability and experience with Census data preferred;
- Excellent written and oral communication skills for research and non-research audiences;
- Experience with report production and manuscript writing;
- Strong attention to detail.