

Job Title	Manager, Data Collection and Program Evaluation
PVN ID	JJ-1911-003385
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Prisoner Reentry Institute
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	May 16, 2022 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Manager of Data Collection and Program 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

Under the supervision of the Deputy Director of Program, the Manager of Data Collection and Program Evaluation will work closely with leadership and staff across programs to build a responsive and effective system of data collection and data management for improved programmatic decision-making.

The ideal candidate will have experience 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 collaborate effectively with a range of stakeholders, and will be knowledgeable about metrics and analytics in higher education and corrections. Candidates will:

- Work with the Deputy Director of Programs to oversee the development, and implementation of a new Salesforce database that supports programs across PRI;
- Work with Salesforce consultants to oversee data migration from excel spreadsheets to Salesforce database;
- Provide one-on-one and departmental training to teach staff across the organization to use the new Salesforce system;
- Monitor database use, to ensure consistency and quality of data input;
- Liaise with Salesforce consultants to modify database design as organizational needs emerge;
- Develop reports for leadership and program teams and for external stakeholders including funders;
- Work with teams to analyze data findings to support continuous quality program improvements;
- Communicate report findings to program staff through trainings and presentations;
- 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
- Update and maintain a Salesforce database of contact info and other information on fellows and alumni.
- Perform timekeeping functions and manage expense reports.
- Participate in program planning;
- Collaborate with Administrative staff by supplying statistics for grant reports, proposals, newsletters, events, and PRI's website
- Supervise part-time data entry staff member as appropriate
- Update and maintain a Salesforce database of contact info
- Perform timekeeping functions and manage expense reports
- Other duties as assigned

Qualifications

- Bachelor's degree in educational or social science research or related fields
- At least two years of experience preferred
- Demonstrated experience creating data files and managing, cleaning, merging, and analyzing data
- Demonstrated experience managing data using Excel and analyzing data using R, SPSS, or SAS
- A demonstrated commitment to building and maintaining strong working relationships among diverse stakeholders;
- Strong communications skills including superior writing ability;
- Excellent computer skills (MS Excel, MS Word, MS PowerPoint);
- Experience with Salesforce a plus