

Job Title	Assessment Leader
PVN ID	JJ-2206-004880
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Science
Status	Part Time
Hourly Rate	\$30.00-\$35.00
Hour(s) a Week	15.00-19.00
Closing Date	Aug 21, 2022 (Or Until Filled)

General Description

The Program for Research Initiatives for Science & Math (PRISM), an award-winning STEM retention and mentoring program at John Jay College (JJC) of the City University of New York is looking for an Assessment Leader to oversee data management, tracking, and analysis for multiple federal grants. These projects broadly support major educational initiatives in the STEM disciplines at the College. The Assessment Leader will work directly with the Project Director and Dean of Research to collect and manage relevant data in order to communicate assessment questions, analyses, and findings in a clear and concise manner to inform stakeholders and drive decision making.

Other Duties

Specific tasks include:

- Collaborate with internal and external project personnel to identify metrics and collect data for reporting and assessment
- Design a methodological approach for gathering and analyzing baseline data, develop strategies to implement methodology, and coordinate the execution of data gathering methods
- Research and prepare reports and papers for peer-reviewed publications, gather and analyze data from multiple sources, and make effective presentations
- Conduct specialized data analysis and employ standardized statistical software
- Create and maintain datasets for PRISM's grant-funded programs
- Observe established security measures regarding access to confidential records

Qualifications

CORE COMPETENCIES:

- Ability to conduct research on related topics and to manipulate complex statistical information;
- Ability to develop and manage effective tracking and monitoring systems;
- Ability to manage multiple priorities with clarity and efficiency;
- Ability to work collaboratively with institutional leaders, college faculty and other stakeholders
- Ability to work independently and as a team member;
- Ability to respond calmly to complex and urgent issues;
- Excellent verbal and written communication skills, including documented experience writing educational reports and publications;
- Expert knowledge of major office computer and spreadsheet software related to field of work (Microsoft Excel, SPSS, R Programming Language)

MINIMUM QUALIFICATIONS:

- Master's Degree in STEM Education, Education Policy, or a relevant field
- Quantitative data collection and analysis skills, including demonstrated ability to publish and present scientific products
- Highly developed technical skills, including experience with statistical methodology

PREFERRED QUALIFICATIONS:

- PhD or EdD in STEM Education, Education Policy, or a relevant field
- Concurrent enrollment in a post-doctoral position in STEM Education and Assessment
- Experience with evidenced-based approaches to STEM student retention and success
- Experience in assessment in higher education

This is a part-time and/or post-doctoral position and salary is commensurate with experience. The project is located in Manhattan in New York City, and some on-campus visits are expected to gather data and coordinate with the team; however remote work may be possible. **To apply, submit a cover letter stating the reason you are applying and detailing your experience relevant to the stated work assignments. Also include a resume and names of two references.**

PRISM is located at John Jay College near Columbus Circle in the heart of Manhattan, NYC. The Program provides academic and pre-professional support to undergraduate STEM students of all levels in an effort to promote their pursuit of post-graduate education and careers in the sciences. Founded in 2006, PRISM has been recognized for having a national impact on promoting the entry of disadvantaged students into the sciences.

John Jay College, a senior college of the City University of New York (CUNY), is an internationally recognized leader in educating for justice, committed to the advancement of justice and just societies. John Jay College is recognized for serving a broadly diverse student population. Due to its success in sending underrepresented students on to STEM PhDs, John Jay is now ranked among the top Baccalaureate Origins Institutions for Hispanic students moving on to STEM doctoral programs.

This position is with the Research Foundation of CUNY and located at the campus of John Jay College. The

Research Foundation of the City University of New York is an equal opportunity/affirmative action/Americans with Disabilities Act, E-Verify employer.