Job Title	Assessment Research Specialist
PVN ID	JJ-2209-005078
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Sciences/Academic Affars
Status	Full Time
Annual Salary	$70,000.00 - $78,000.00
Hour(s) a Week	35
Closing Date	Nov 12, 2022 (Or Until Filled)

General Description

John Jay College of Criminal Justice of the City University of New York is looking for a full-time researcher/postdoctoral researcher focused on educational assessment and retention to lead the evaluation and assessment of multiple student success initiatives that promote undergraduate retention and graduation. This is a two-year appointment that will oversee data collection, management, analysis and publication of evaluation outcomes for student success measures.

John Jay College is a Hispanic-serving institution that is ranked third in the nation in black student success, a top ten institution for promoting student social mobility, a top twenty institution for promoting Hispanic students in moving on to STEM Ph.D.'s, and is recognized as a *Most Innovative Institution* by U.S. News & World Reports. John Jay is proud to serve a diverse and dynamic student body that includes nearly fifty percent students who are first in their family to attend college as well as students who are immigrants, from low-income families, or from other historically underrepresented groups. Over the past decade, the college has been in the vanguard of institutions creating and implementing innovative programs to promote student success. This new position will work directly with these programs to document their specific outcomes and mechanisms of impact.

The Assessment Research Specialist (ARS) will work directly with the Dean of Research/Student Professional Advancement and in collaboration with faculty who developed these projects to collect, manage and analyze data focused on student outcomes in multiple programs and initiatives spread across our undergraduate studies unit such as: PRISM, John Jay's award-winning STEM retention and mentoring program; CUNY 2x, a program focused on improving outcomes for computer science students; Summer Accelerator, a program designed to help struggling students regain momentum; Adelante!, a cohort focused on Latinx student success; CJA, a community college articulation program, and more. The ARS will work with college leaders to identify appropriate assessment questions, identify outcomes relevant to each program, gather and analyze assessment data, and produce research publications grounded in educational theory reporting on the impact of these programs. The ARS will also produce internal reports and/or presentations to inform stakeholders and drive decision making. The position will be split between assessment of STEM-based retention/success initiatives and other non-STEM initiatives in our Academic Affairs unit.

Other Duties

Specific tasks include:

- Collaborate with internal and external project personnel to identify metrics and collect data for analysis and assessment;
- Design a methodological approach grounded in educational theory 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 publication, and make effective presentations;
- Conduct specialized data analysis, employ standardized statistical software, create qualitative data collection instruments, and gather quantitative metrics;
- Partner with student success programs to create, maintain, and standardize datasets for Academic Affairs' student success programs and PRISM's grant-funded programs;
- Enforce established security measures regarding access to confidential records.

Qualifications

CORE COMPETENCIES:

- Expertise in educational assessment and methods for evaluating program impacts;
- Ability to conduct research 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;
- Excellent verbal and written communication skills, including documented experience writing educational reports and peer-reviewed 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 a relevant field plus three years of experience in educational outcomes assessment;

- 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 a relevant field;
- Experience with evidenced-based approaches to STEM and post-secondary student retention and success;

- Documented writing ability via lead-authored publications in educational theory;
- Experience building databases to secure and share evaluation metrics.

This is a full-time position and salary is commensurate with experience. The project is located in Manhattan in New York City, and on-campus work is expected to collaborate with peers, gather data, and coordinate with the team; however partial remote work is possible. **To apply, submit a curriculum vitae and cover letter stating the reason you are applying and detailing your experience relevant to the stated work assignments. Also include names of three references that can speak to academic/research skills.**

John Jay College of Criminal Justice is a senior college of the City University of New York (CUNY) led by President Karol V. Mason and located steps from Lincoln Center at the cultural heart of New York City. John Jay is an internationally recognized leader in educating for justice and committed to the advancement of justice and just societies around the world. Founded in 1964, John Jay College is known for preparing its 15,000 students to serve the public interest as ethical leaders and engaged citizens. A public liberal arts institution offering bachelor's and master's degrees and participating in the doctoral programs of the Graduate Center of the City University of New York, the College offers traditional criminal justice-related programs and a robust portfolio of liberal arts and sciences programs.

John Jay's Academic Affairs and PRISM offices are recognized as leaders in the development of innovative programs to promote the success of our students as measured via retention, graduation, and post-graduate outcomes. The offices provide academic and pre-professional support to undergraduate students of all levels in an effort to promote their pursuit of post-graduate education and professional 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.

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.