Job Title	Program Analyst, Evaluation and Reporting
PVN ID	PS-2207-004950
Category	Managerial and Professional
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Part Time
Hourly Rate	$40.00
Hour(s) a Week	0.00-20.00
Closing Date	Aug 30, 2022 (Or Until Filled)

General Description

About the CUNY School of Professional Studies:

As New York's leader in online education since 2006, the CUNY School of Professional Studies (CUNY SPS) offers the most online bachelor's and master's degree options at the City University of New York, and serves as the University's only undergraduate all-transfer college. With 24 degrees and numerous other non-degree and grant-funded workplace learning programs, CUNY SPS meets the needs of adults who wish to finish a bachelor's degree, progress from an associate's degree, earn a master's degree or certificate in a specialized field, and advance in the workplace or change careers.

Consistently ranked highly by U.S. News & World Report for its quality online offerings, and noted for its soaring growth and enrollment, CUNY SPS has emerged as a nationwide leader in online education. The School's renowned and affordable online programs—which offer in-state tuition to all students regardless of where they live—ensure that busy working adults may fulfill their educational goals on their own time and schedule.

Within CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom workplace learning programs to help organizations achieve their goals. To our partnerships, we bring knowledge of research-based learning practices as well as experience in developing innovative programs.

CUNY SPS is recruiting a part-time program analyst who will support evaluation and reporting on training projects with NYC agency partners. Reporting to the Director of Monitoring, Evaluation, and Learning, the Program Analyst will develop, monitor, and report on program metrics such as registration, attendance, and other key performance indicators. The goal of this position is to assess training effectiveness in order to contribute to ongoing development and delivery of high-quality training.

Other Duties

Duties and Responsibilities:

- Manage multiple attendance, registration, and survey data spreadsheets, of up to 10,000 rows, in Excel (40%)
  - Routinely update, clean, de-dupe, and reconcile data
  - Use complex formulas and pivot tables to track course completion, attendance, registration, and targets
  - Create tables and dashboards to compare data across various criteria such as time periods and training cohorts
  - Create data tables for reports

- Manage ongoing and routine evaluation activities (40%)
  - Use Excel and Tableau to create and present weekly summary dashboards to internal program directors and external partners; data may include attendance and course satisfaction survey results
  - Code and analyze quantitative and qualitative data
  - Update survey tools as needed
  - Attend project status meetings

- Write reports and presentations that translate data into cohesive findings and targeted recommendations. Customize reports to meet the needs of various stakeholders (20%)
- Other general responsibilities:
- Build collaborative relationships with internal stakeholders such as PEWL program directors, program coordinators, trainers, etc.
- Manage and prioritize work using project management software or similar tools
- Serve as a resource for evaluation, data analysis, and reporting
- Stay current on training evaluation methodologies

Qualifications

Minimum Qualifications:

- Bachelor's degree
- At least five (3) years of full-time experience in program or training evaluation, monitoring and evaluation systems, or impact assessment.
- Expert-level proficiency in MS Excel; ability to recode, merge, and analyze data using complex formulas; and display data using charts and pivot tables.
- Proficient in Tableau; ability to import data and create dynamic, user-friendly dashboards.
- Demonstrated experience in data management, recoding and analysis of quantitative data, and thematic coding of qualitative data.
- Demonstrated ability to analyze and interpret trends or patterns in both qualitative and quantitative data; and to make recommendations based on findings.
- Experience in survey design, sample selection, and use of survey design software such as Qualtrics.
- Excellent written and oral communication skills with the ability to thoughtfully translate findings, both verbally and in written form, to colleagues and stakeholders.

The position is classified as PT-A with benefits. Please review the benefits via the following link:
https://www.rfcuny.org/rfwebsite/employees/explore-enroll-in-employee-benefits/

Vaccination Requirement: This position is funded by a city grant program which mandates that all employees are vaccinated against COVID-19

The Research Foundation of the City of New York & Diversity

As a matter of policy and conviction the Research Foundation of the City University of New York attempts, in all personnel activities, to ensure equal employment opportunity for employees and applicants for employment whatever their race, creed, color, ethnic origin, religion, sex, gender identity, marital status, partnership status, caregiver status, age, citizenship or national origin, sexual orientation, veteran status, genetic information, disabilities or any other protected characteristics under applicable law. This applies to recruiting new employees including advertising, interviewing, work assignment, compensation and benefits, selection for training, promotion, demotion, transfer, layoff, or termination.

Diversity is a core value at the Office of Professional Education and Workplace Learning (PEWL) at the CUNY School of Professional Studies (CUNY SPS). We are passionate about building and sustaining an inclusive and equitable working and learning environment for all students, staff, and faculty and believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.