

---

<b>Job Title</b>	Senior Research Analyst
<b>PVN ID</b>	VA-1701-001629
<b>Category</b>	Research
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	REPS
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$72,000.00 - \$78,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 12, 2017 (Or Until Filled)

## General Description

---

### **BACKGROUND**

The City University of New York (CUNY) is the nation's leading urban public university, serving more than 540,000 students in degree, certificate, and continuing education programs at 24 colleges and institutions in New York City. The Office of the Senior University Dean for Academic Affairs (SUD) oversees a wide range of programs and initiatives across the University and in New York City, including adult literacy, service learning, early childhood professional development, workforce development, and continuing education programs. SUD also oversees a number of collaborative programs between the university and the New York City public schools, such as CUNY's Early College Initiative and College Now; additionally, the unit manages the CUNY Language Immersion Program, CUNY Start, and the Accelerated Study in Associates Program (ASAP).

The Office of Research, Evaluation, & Program Support (REPS) was established in 2012 to partner with SUD programs and external organizations to provide evaluation services and data management support (<http://www.cuny.edu/academics/evaluation/focus.html>). Evaluation and research projects at REPS explore areas such as academic skills and achievement; college access, readiness, and success; career readiness; developmental education practice and policy; and educational equity among students and populations in New York City.

Using rigorous qualitative and quantitative social science research methods to assess program performance, REPS partners with programs to provide the process and outcome evaluation findings needed to develop, improve, and ultimately reach key project goals. REPS also supports programs by providing the reporting tools and data management essential to assessing program operations and effectiveness. Staff regularly shares research and evaluation findings with a range of stakeholders including program administrators, campus officials, external program partners, and a national audience of educators, researchers, and policymakers. <http://www.cuny.edu/academics/evaluation/library.html>

### **GENERAL DESCRIPTION**

The Senior Research Analyst, who will report to the Director of REPS, will design and manage program evaluations, applying quantitative and qualitative methods to conduct formative and summative evaluations

with the ultimate goal of improving program and student outcomes. The Senior Research Analyst will lead, advise, and participate on project teams; manage all phases of evaluation projects; supervise research staff; and lead evaluation report-writing and dissemination.

## Other Duties

---

### **RESPONSIBILITIES**

- Conduct and oversee evaluation projects that apply qualitative and quantitative methods to assess programs and initiatives within SUD, drawing upon primary and secondary data including administrative data housed at CUNY, the NYC Department of Education, and the US Department of Labor.
- Lead evaluations and perform major project tasks, including formulating research questions, writing evaluation plans and scopes of work, designing data collection and analytic plans, establishing and managing project timelines, and leading project deliverables.
- Participate in office leadership through creative problem-solving, planning, encouraging professional development and team-building, and exploring networking opportunities.
- Supervise research staff.
- Engage in collaborative relationships with program partners to: facilitate evaluation projects, including collecting, processing, and managing student- and school-level data; and prepare and provide data to CUNY stakeholders upon request.
- Present evaluation findings and recommendations in briefings, reports, and presentations to lay and academic stakeholder audiences such as program staff, senior university administrators, professional associations, and other external organizations; prepare manuscripts for publication in academic journals.
- Contribute to efforts that identify and respond to RFPs that align with and advance the unit's evaluation and research agenda.

## Qualifications

---

### **QUALIFICATIONS**

#### *Required*

- Minimum Master's Degree in education, policy, sociology, economics, psychology, or related social science discipline; doctoral degree preferred.
- At least four years' experience working in an applied quantitative research setting, including experience managing projects.
- Strong training and skills in all phases of formative and summative program evaluation.
- Strong training and skills in advanced quantitative research methods, with expertise in at least one of the following areas: survey methods, propensity score matching, survival analysis, multi-level modeling, difference in differences, or others.
- Experience with matching data sets and manipulating large amounts of data from multiple sources; proficiency with statistical software (SPSS syntax, STATA, and/or R).
- Experience with qualitative research methods, including focus groups, interviews, document analysis, or

others.

- Excellent oral and written communication skills.
- Ability to work flexibly, carefully, and quickly to meet competing demands.
- Ability to take initiative, work independently as well as on teams, and promote a collaborative work environment.
- Interest in issues of access to and success in postsecondary education.

*Preferred*

- Experience evaluating programs in higher education.
- Experience working with database tools such as SQL and/or Oracle Discoverer.

To apply: Applicants must submit a cover letter and résumé for consideration. Please include your first and last name on all attachments. You may submit applications at <https://www.rfcuny.org/careers> and email questions to [mosun.ayeni@cuny.edu](mailto:mosun.ayeni@cuny.edu)

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.