
Job Title	Research Analyst I
PVN ID	VA-1806-002554
Category	Research
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Research, Evaluation, & Progra
Status	Full Time
Annual Salary	\$54,000.00 - \$59,000.00
Hour(s) a Week	35
Closing Date	Sep 13, 2018 (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) within the CUNY's Office of Academic Affairs (OAA) oversees a wide range of programs and initiatives within 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 (ECI) and College Now; additionally, the unit manages the CUNY Language Immersion Program (CLIP), Accelerated Study in Associates Program (ASAP), and CUNY Start.

The Office of Research, Evaluation, and Program Support (REPS) is a comprehensive program evaluation unit situated within SUD. Working in many dimensions of public higher education, REPS conducts empirical research, and implementation and impact studies to provide partners with the knowledge and resources necessary to develop, improve, and ultimately reach key project goals. Central to REPS operations is a partnership with the Office of Data Management and Analytics (DM&A). REPS coordinates with DM&A on data collection and management protocols, business intelligence tools for reporting, and implementing complex, integrative applications. REPS evaluators employ rigorous qualitative and quantitative research methods, and approach their work with a focus on leveraging data integration to drive program improvement and inform critical decision-making (<http://www.cuny.edu/academics/evaluation.html>).

REPS investigates related to higher education and educational equity among students and residents of New York City. REPS projects are organized into three focus areas: College Readiness, College Access and Success, and Career Readiness and Workforce Development. In addition, REPS has developed a body of work on topic areas that intersect with these portfolios, including developmental education, adult and

continuing education, STEM pathways, vulnerable populations, and equity.

REPS currently provides evaluation services to over 30 educational programs administered by CUNY's Central Office, including CUNY Start, Early College Initiative (ECI), College Now, and the ASAP-CUNY Start Foster Care Initiative. We also partner with programs and researchers at CUNY campuses, as well as external organizations and institutions in New York City. The Unit is co-led by the Director for Research and Strategy and the Director for Research and Development.

GENERAL DESCRIPTION

Under the supervision of a REPS Senior Research Analyst, the Research Analyst I will provide critical support to evaluation projects by collecting, coding, and organizing program data sets. Additionally, the Research Analyst I will help to develop and implement an evaluation agenda for select projects and contribute to evaluation reports. Primarily focusing on career success and adult and continuing education programs, the Research Analyst I will conduct quantitative and qualitative analyses utilizing a variety of data sets and databases to evaluate the programs and produce effective data visualizations.

Other Duties

- Coordinate administration, collection, and analysis of data as required for program review.
- Respond to ad hoc requests in a timely and accurate manner.
- Work with data management staff to help maintain selected databases and implement regular updates to ensure data quality and completeness.
- Prepare datasets for research on University initiatives.
- Match CUNY data sets to other data sources and ensure match quality.
- Document procedures and analyses.
- Assist with the development of qualitative data collection instruments.
- Assist with qualitative data collection (e.g. interviews and focus groups).
- Conduct background research on evaluation and/or research topics and write literature reviews.
- Work as part of a project team to share and communicate evaluation findings in written reports, briefs, and presentations for a variety of audiences.
- Work independently, under supervision, and on two to three project teams.
- Perform data entry.
- Other duties as assigned.

Qualifications

Required:

- Minimum bachelor's degree in a relevant field (master's degree preferred), with prior full-time experience working in an applied research or educational setting.

- Knowledge of research and evaluation methods and a solid understanding of basic statistical concepts.
- Demonstrated proficiency in the use of MS Excel and statistical software (STATA, R, and/or SPSS).
- Experience working with database tools, such as Microsoft Access.
- Detail-oriented and ability to keep accurate, well-organized records.
- Ability to be flexible and to work carefully and quickly to meet the demands of multiple programs.
- Excellent oral and written communication skills.

Preferred:

- Experience querying and manipulating data from a large relational database.
- Experience in using data visualization tools, such as Tableau.
- Interest in education and issues of access to and success in postsecondary education.

SALARY: \$54,000 – \$59,000 commensurate with experience.

To apply: Applicants must submit a cover letter and résumé for consideration. Please include your first and last name on all attachments. Applications may only be submitted at <https://www.rfcuny.org/careers>. You may email questions to nathaniel.barr@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.