
Job Title	Research Analyst II
PVN ID	VA-1806-002555
Category	Research
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Research, Evaluation, & Progra
Status	Full Time
Annual Salary	\$60,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Feb 06, 2019 (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 issues 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 the Assistant Director of REPS, the Research Analyst II will help to develop and implement an evaluation agenda for select projects situated within the Office of Academic Affairs (OAA), primarily focusing on student career success initiatives and adult and continuing education programs. The Research Analyst II will lead and participate on project teams, manage all phases of evaluation projects, and lead evaluation report writing and dissemination. In this role, the Research Analyst II will provide critical support to program directors and staff by collecting, coding, and organizing program data sets and developing evaluation reports. Additionally, the Research Analyst II 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

- Design and implement qualitative and quantitative evaluation plans.
- Lead project teams by defining the scope of work and organizing the workflow of team members (fellow Research Analysts).
- Manage projects and project teams effectively and efficiently to deliver high-quality, actionable data and evaluation to project partners on time.
- Liaise with program partners throughout projects to engage them in the project, keep them apprised of progress and issues that arise, and discuss results.
- Communicate evaluation findings in written reports, briefs, data visualizations, and presentations for a variety of audiences.
- Work closely with Data Management and Analytics staff to maintain project-related data sources.
- Ensure data quality and completeness.
- Prepare datasets and conduct statistical analysis on equity-focused educational initiatives.
- Create and manipulate large, complex datasets from multiple sources.
- Document procedures and analyses.
- Coordinate administration, collection, and analysis of data as required for program review.
- Respond to ad hoc requests in a timely and accurate manner.
- Conduct literature reviews that synthesize the state of research and policy in relevant project areas.
- Other duties as assigned.

Qualifications

Required:

- Minimum master's degree or advanced graduate training in education or the social sciences, with at least

two years of full-time experience working in an applied research setting.

- Formal training in research and evaluation methods and a strong understanding of statistical concepts.
- Demonstrated proficiency in the use of statistical software (STATA, R and/or SPSS) to analyze and manipulate large data sets with complex structures.
- Experience employing quasi-experimental quantitative methods in program evaluation (such as propensity score matching, linear regression, or logistic regression). Experience translating research findings into deliverables for diverse types of audiences.
- Familiarity with matching data sets and manipulating large amounts of data from multiple sources.
- Demonstrated skill in managing evaluation and/or research projects.
- Experience using qualitative research methods.
- Detail-oriented, with an ability to keep accurate, well-organized records.
- Ability to be flexible and to work carefully and quickly to meet the demands of programs.
- Excellent oral and written communication skills.
- Demonstrated interest in issues of access to and success in postsecondary education.

Preferred:

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

SALARY: \$60,000 - \$70,000 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.