

<b>Job Title</b>	Research Coordinator, Full Time
<b>PVN ID</b>	VA-1807-002589
<b>Category</b>	Research
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Institutional Research & Assessment
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$65,000.00 - \$85,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 11, 2018 (Or Until Filled)

## General Description

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Under the supervision of the Senior Policy Analyst, the Research Coordinator will support CUNY's involvement in the Institute of Education Sciences grant "A Leaky Pipeline: Community College Students and Pathways to the Bachelor's Degree", which seeks to identify malleable factors that have the potential to increase the number of community college students who transfer to a bachelor's program and subsequently complete a bachelor's degree. The Research Coordinator will support project management, organize and conduct focus groups, and perform data analysis.

## Other Duties

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**Responsibilities may include but are not limited to:**

### *Project management*

- Create work plans and timelines, set/monitor milestones
- Communicate with project managers and stakeholders, plan meetings, deliver progress reports
- Establish and maintain relationships with liaisons at multiple CUNY campuses
- Assist with dissemination activities, such as creating PowerPoints and writing project briefs
- Ensure compliance with university policies
- Work with CUNY Central Offices (CIS, Legal, Research Compliance, etc.) as needed
- Identify and maintain strict project documentation and archiving

### *Data collection and analysis*

- Recruit, schedule, and conduct focus groups
- Transcribe and analyze focus group data
- Summarize and analyze survey data, including open-ended responses
- Assist in quantitative data analysis of transfer students, including structuring dataset

**Basic Qualifications:**

- Baccalaureate degree and two years of experience related to qualitative analysis and research methods
- Project management experience
- Knowledge of basic statistics
- Ability to work independently or as part of a team, as needed
- Strong organizational skills, with the ability to prioritize tasks
- Strong written/verbal communication skills

## Qualifications

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**Preferred Qualifications:**

- Advanced study in the social sciences
- Experience scheduling and conducting focus groups
- Experience analyzing data using Stata, SPSS, or R
- Familiarity with current issues in American higher education