

<b>Job Title</b>	Research Analyst I
<b>PVN ID</b>	VA-1809-002719
<b>Category</b>	Research
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of Research, Evaluation & Program
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$54,000.00 - \$59,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 06, 2019 (Or Until Filled)

## General Description

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### BACKGROUND

The Office of Research, Evaluation, and Program Support (REPS) is a comprehensive program evaluation unit situated within the Office of the Senior University Dean for Academic Affairs (SUD) and the Office of Academic Affairs (OAA). 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 program goals. 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.

REPS provides evaluation services to over 30 educational programs administered by CUNY's Central Office, including a suite of Access and Success initiatives such as CUNY Start, Math Start, and the CUNY Language Immersion Program (CLIP). These programs serve as pipelines to CUNY's Accelerate Study in Associate Programs (ASAP). ASAP is a nationally-recognized, successful community college completion initiative that doubles graduation rates among participants.

### 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 datasets. Additionally, the Research Analyst I will help to develop and implement an evaluation agenda for select Access and Success projects and contribute to evaluation reports. The Research Analyst I will conduct quantitative and qualitative analyses utilizing a variety of datasets and databases to evaluate the programs and produce effective data visualizations.

## Other Duties

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- Supports all phases of research and evaluation projects
- Support of evaluation projects that apply quantitative and qualitative research methods to assess CUNY Access and Success initiatives, drawing upon primary and secondary data
- Prepare datasets for research on University initiatives
- Conduct analyses drawing from large, complex data systems including CUNY administrative data, the NYC Department of Education, and the NYS Department of Labor
- Coordinate administration and collection of primary program data
- Perform related duties as assigned
- Work with data management staff to help maintain selected databases and implement regular update to ensure data quality and completeness
- Match CUNY datasets to other data sources and ensure match quality
- Assist in 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, on two to three project teams
- Respond to requests in a timely and accurate manner
- Perform data entry

## Qualifications

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### Required:

- Bachelor's degree and four years of experience in a related field OR advanced degree and demonstrable skills and/or years of experience
- Knowledge of research and evaluation methods and solid understanding of basic statistical concepts
- Demonstrated proficiency in the use of MS Excel
- Demonstrated proficiency in statistical software (Stata and/or R)
- Experience working with database tools, such as Microsoft Access
- Detail-oriented and ability to keep accurate, well-organized records
- Document procedures and analyses
- Ability to be flexible and work carefully and quickly to meet the demands of multiple programs
- Excellent oral and written communication skills
- Interest in issues of access and success in postsecondary education

### Preferred:

- Master's degree
- Prior full-time experience working in an applied research or educational setting
- Experience querying and manipulating data from a large, relational database
- Experience using data visualization tools, such as Tableau

**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>.

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.