



<b>Job Title</b>	Research Analyst
<b>PVN ID</b>	VA-1901-002901
<b>Category</b>	Research
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	CUNY Academic Affairs, OIRA
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 24, 2019 (Or Until Filled)

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## General Description

The Office of Institutional Research provides decision support to CUNY's Chancellery, conducting a wide variety of quantitative analyses to guide policy and to evaluate academic and administrative processes. The Mellon Foundation is funding a three-year project housed at OIRA exploring the transfer pipeline in the humanities. The Research Associate will provide quantitative support for this project under the supervision of the Director of Institutional Research.

The Research Associate will develop complex data sets for quantitative analysis and will design and implement quantitative research projects. Key responsibilities will include, but are not limited to, the following:

- Develop study designs, construct datasets, and perform quantitative analyses drawing upon CUNY's administrative data;
- Design more efficient systems for managing and reporting data;
- Consult with other analysts on the best techniques and software to use for data management, reporting, and analytic tasks;
- Collaborate with external policy researchers; and,
- Contribute to reports, policy briefs, academic papers, and oral presentations of findings. Develop effective formats for presenting and illustrating findings for a variety of constituencies, from College Presidents to academic researchers.

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## Other Duties

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## Qualifications

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**Qualifications:**

- Bachelor's degree with a minimum of four years' related experience
- Advanced degree in a directly related discipline strongly preferred and may substitute for up to two years of required experience
- Experience with quantitative research methods (e.g. generating descriptive statistics, experimental, quasi-experimental, and non-experimental research designs, etc.)
- Proficiency with statistical software, in particular R, Stata, and SPSS
- Proficiency in SQL and Oracle database a plus
- Proficiency in Tableau or programming skills in other visualization tools a plus
- Knowledge of CUNY policies and procedures preferred
- Ability to work independently and function effectively in a collaborative office with diverse internal and external constituents
- Detail oriented with strong analytical, research, evaluation, and writing skills
- Strong communication and presentation skills
- Strong organizational skills and follow-through capabilities to develop and execute work plans, prioritize work, manage multiple assignments, and meet deadlines
- Ability to be flexible and work in a fast-paced environment

**Salary:** Commensurate with experience