Job Title	Research Fellow
PVN ID	VA-1902-002951
Category	Research
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department	Office of Research, Evaluation & Program
Status	Part Time
Hourly Rate	$42.95
Hour(s) a Week	15.00-19.00
Closing Date	Apr 14, 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 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 areas of public higher education, REPS conducts empirical research, 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 (DMA). REPS coordinates with DMA on data collection and management protocols, business intelligence tools for reporting, and to implement 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 cross-cutting 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 Director for Research and Development, the data visualization-focused research fellow will work cross-functionally with DMA staff to support dashboard reporting and develop technology and data solutions as needed. The research fellow will be responsible for data consolidation, data analysis, generating metrics, and reporting in efficiently developed dashboards. The data visualization research fellow will work closely with the data management team to plan, design, execute and launch new reporting functionalities or modify existing ones, along with the relevant documentation.

Other Duties

Planning/Design/Development
− Coordinate and work with research teams to collect information on reporting requirements;
− Design and develop internal and external product deliverables (dashboards, reports, PowerPoint, etc.);
− Conceptualize and develop dynamic and interactive Tableau visualizations to create various reports for program partners;
− Identify areas to increase efficiency and automation of reporting processes;
− Identify opportunities to improve existing static reports and incorporate it into reproducible and easy maintainable Tableau dashboards;
− Provide statistical and/or quantitative analysis and reporting, developing effective formats for presenting and illustrating findings.
− Perform checks for accuracy in reports; and
− Maintain selected data sources and implement regular updates to ensure data quality.
Documentation
− Develop documentation for end-users and maintainers (current project analysts) on data sources, data preparation processes, maintenance and update steps. This will involve preparing an accompanying data dictionary;
− Develop training materials to be used throughout the life of the reports;
− Assist in developing Tableau's best practices internal guide and Tableau dashboard templates for wider office use; and
− Document procedures and calculations used to describe program outcomes.
Other tasks
− Provide technical and operational assistance to users, troubleshoot and resolve dashboard and data-related problems;
− Produce ad-hoc reports or data when requested;
− Perform other duties as assigned.

Qualifications

Required

− Bachelor's degree in computer science or related field required;

− Minimum 4 years of experience working in data management with a strong background in Business Intelligent tools (Tableau, Crystal Reports, Oracle BI);

− Proficiency with statistical software (R and/or STATA);

− Strong understanding of relational data structures, theories, principles, and practices;

− Experience with matching data sets and manipulating large amounts of data from multiple sources;

− Experience managing data and reporting projects;

− Excellent oral and written communication skills;

− Ability to work flexibly, carefully, and quickly to meet competing demands;

− Ability to take initiative, work independently as well as on teams, and promote a collaborative work environment; and

Preferred

− Experience working in an applied quantitative research setting in education;

− Interest in issues related to education in the university setting.

Compensation: 15-19 hours per week / $42.95 per hour

Appointment: The research fellow appointment runs through June 30, 2019. Immediate start date.

EQUAL EMPLOYMENT OPPORTUNITY

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.