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| **Job Title** | Research Associate |
| **PVN ID** | VA-1910-003344 |
| **Category** | Research |
| **Location** | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |

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| **Department** | Office of Academic Affairs (OAA) |
| **Status** | Full Time |
| **Annual Salary** | $66,000.00 - $76,000.00 |
| **Hour(s) a Week** | 35 |
| **Closing Date** | Dec 15, 2019 (Or Until Filled) |

# General Description

Founded in 2007, Accelerated Study in Associate Programs (ASAP) is a comprehensive full-time degree pathway program for associate-degree seeking students. Found at nine CUNY college, ASAP is committed to graduating at least 50% of students within three years through provision of comprehensive support services and financial resources that remove barriers to full-time study, build student resiliency, and support timely degree completion. Key program components include full-time enrollment, block scheduled first-year courses, cohort course taking, financial support, comprehensive advisement, career services, and tutoring. ASAP has expanded to serve 25,000 students within CUNY each academic year. For more information, please visit: www.cuny.edu/asap.

The Foster Care Initiative (FCI) aims to increase post-secondary enrollment and graduation rates for youth between the ages of 17-25 who are currently or formerly in care at CUNY. Offering the comprehensive academic and personal support services of CUNY Accelerated Study in Associate Programs, FCI minimizes barriers of academic under-preparation through college navigation and mental health supports, individualized academic advisement, and community building opportunities through dedicated ASAP academic advisors and FCI engagement specialists. FCI continues to expand cross-system collaborations with strategic partners, strengthening on-going data management and deepening the evaluation agenda to implement systemic changes at CUNY to serve students more effectively.

The Fostering College Success Initiative (FCSI) is a college residential support program for youth in care through a partnership between the City University of New York (CUNY) and the Administration for Children's Services (ACS). FCSI students may reside in one of three CUNY residence halls (City College of New York, John Jay College of Criminal Justice, and Queens College) and may attend any CUNY college. Students receive year-round (12 months) room and board, financial support and wrap-around services including tutoring,

mentoring, and counseling within the dormitory setting. In addition, FCSI students are matched with CUNY academic success/opportunity programs such as [Accelerated Study in Associate Programs (ASAP)](), [Search for Education, Elevation, and Knowledge (SEEK)](), and [College Discovery (CD)]() that provide a range of financial, academic, and personal supports to ensure that students are fully supported in their degree pursuits. The overarching goal of the initiative is to increase post-secondary enrollment and graduation rates for youth in foster care attending CUNY colleges.

## *Position Overview:*

The CUNY Office of Academic Affairs (OAA) is seeking an individual with quantitative and qualitative skills and program evaluation experience to serve as a Research Associate for the Accelerated Study in Associate Programs (ASAP), focusing on programs serving current and former foster youth. The Research Associate will assist with ongoing data collection, data management, and quantitative and qualitative analyses to determine the impact of services on key outcomes and to evaluate program implementation and effectiveness. The Research Associate reports to the Senior Director for Research and Evaluation and works closely with ASAP and Fostering Youth Initiatives staff members and other research offices within OAA. Information on ASAP research and evaluation can be found here: [http://www1.cuny.edu/sites/asap/evaluation/](http://www1.cuny.edu/sites/asap/evaluation/).

## *Duties:*

- Conducts analyses that apply qualitative and quantitative methods to assess programs, drawing upon primary and secondary data including program data, survey data, administrative data housed at CUNY, and data from the NYC Department of Education, and the NYS Department of Labor;
- Manages and leads projects, including formulating research questions, designing data collection and analytic plans, developing study designs, constructing datasets, establishing and managing project timelines, performing analyses and producing project deliverables;
- Designs research instruments, including surveys instruments and focus group and interview protocols, and uses to collect data from students and staff;
- Prepares reports for funders, program leadership, administrators, and other stakeholders;
- Presents findings and recommendations in briefs, reports, and presentations for multiple audiences;
- Coordinates with the ASAP database team to ensure systems are in place for data collection and data validation;
- Works closely on collaborative projects with other CUNY research offices;
- Conducts literature reviews that synthesize the state of research and interventions in relevant project areas;
- Respond to ad hoc requests in a timely and accurate manner;
- Perform other duties as assigned.

## Other Duties

## Qualifications

## *Minimum Qualifications:*

- Bachelor's degree and at least four years of related experience OR an advanced degree and at least two years of related experience;
- Formal training in social science research methods and a strong understanding of basic 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 querying data from a relational database;
- Experience employing quasi-experimental methods in program evaluation (such as propensity score matching, regression discontinuity, etc.);
- Experience with qualitative research methods, such as focus groups and interviews;
- Experience designing and administering surveys;
- Experience translating research findings into deliverables for diverse types of audiences;
- Familiarity with merging data sets and manipulating large amounts of data from multiple sources;
- Detail-oriented, with an ability to keep accurate, well-organized records;
- Ability to work carefully and quickly to meet the demands of a busy program with responsibility to multiple stakeholders;
- Ability to prioritize tasks and manage time effectively;
- Excellent oral and written communication skills;
- Demonstrated interest in issues of access to and success in postsecondary education.

## *Preferred:*

- Experience working with database tools and languages, such as SQL;
- Experience with data visualization tools, such as Tableau;
- Experience evaluating programs in higher education;
- Knowledge of and/or interest in programs that serve foster youth and/or similar populations.

*To apply:* Please include cover letter and resume with your submission.

Application review will commence immediately and continue until the position is filled.

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.