

Job Title	Director of Research and Evaluation-Full Time
PVN ID	VA-2109-004273
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	
Status	Full Time
Annual Salary	\$100,000.00 - \$115,000.00
Hour(s) a Week	35
Closing Date	Jan 26, 2022 (Or Until Filled)

## General Description

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### MISSION

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State.

### GENERAL DESCRIPTION

The **Director of Research and Evaluation** facilitates the New York City Early Childhood Research Network (Network) and supports additional research and evaluation projects for the Institute. The Network brings together researchers, policymakers, funders, and practitioners to promote actionable research that will inform public policy for children from birth through age eight. Together, we strengthen relationships, share resources, build knowledge, and inspire action. The New York Early Childhood Professional Development Institute at CUNY is the convening organization for the Research Network. The Director will also supervise other projects that require research methods, data collection and analysis, and related opportunities to support innovative practices in NYC.

Under the supervision of the University Dean/Executive Director, the Director of Research and Evaluation organizes Network activities, providing leadership and guidance, managing Network member relationships with researchers, public agencies, and practitioners, ensuring the Network maintains its national presence, and fund development for future research projects and Network support. The Director will also advise, supervise, and/or inform research and evaluation work on other Institute projects as needed.

## **DUTIES AND RESPONSIBILITIES**

### **Research Network Leadership**

- Convenes and leads Research Network meetings and events, including but not limited to research symposiums.
- Develops and maintains collegial and responsive relationships with City agencies and funders
- Writes grant proposals and reports; coordinates research grant proposals with research partners
- Supervises a PT Research Associate to support research, produce policy reports and articles based on research produced by Research Network members
- Oversees the Early Career Scholars project, including identifying candidates and coordinating specific opportunities for them within the Network

### **Communications and Outreach**

- Represents the Network at research and policy conferences to promote the Network and its model
- Creates and manages content for the Research Network website and other communications vehicles including policy briefs and blog posts
- Participates as an active member in national organizations (e.g.: NNERPP)

### **Special Projects**

- Plans and leads meetings and coordinates research and evaluation activities of the Institute and its partners, and other related activities as needed
- Designs measures, sampling techniques, and instruments to measure results; follows protocols for gathering qualitative and/or quantitative data, coding data or information, constructing databases using specified technology, analyzing data, maintaining data security, and archiving data as needed
- Oversees and/or carries out qualitative and/or quantitative data gathering, coding of data or information, construction of data bases using specified technology, analysis of data, maintenance of data security, and archiving data; consults with IT support staff as needed
- Works with technical staff and other research staff to coordinate projects; ensures the effective completion of assignments by following protocols and accurately documenting research findings and progress
- Maintains confidentiality as required by the project or as directed by the project director and communicates confidentiality requirements to staff

## **Other Duties**

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- Attend staff meetings and trainings as required.
- Perform other duties as assigned.

## **Qualifications**

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### **Minimum Qualifications**

- Master's degree in Early Childhood Policy; related, equivalent credentials will be considered.
- An earned doctorate in an appropriate field of study, or specialty, from an accredited institution and not fewer than two (2) years of post-doctoral experience in the field, or specialty, the minimum to be specified based on the scope, complexity and duration of the project and the requirements of the sponsor, of which at least one (1) year has included overseeing the research work of others in an environment consistent with the subject, scope, and complexity of the project; related, equivalent credentials will be considered.
- Intellectual strength in early childhood education and experience as a research scientist
- Experience or demonstrated awareness of public policy and the role that research plays in policy development;
- Ability to communicate effectively with and convey complex concepts, intricate processes, and sophisticated statistical findings to other researchers, supervisors, students, sponsors, administrators, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others
- Ability to author, co-author, publish, and present findings to a community of scholars in the field, utilizing professional publications, colloquia, symposia, reports, demonstrations, performances, etc. consistent with the scope and nature of the project and the requirements of the sponsor
- Ability to organize and direct the work of a group of researchers and staff in achieving the goals of the project within deadlines and within budget constraints
- Ability to exercise intellectual leadership in anticipating and resolving research issues
- Ability to work effectively with staff, associates, and internal and external constituents
- Knowledge of policies regarding intellectual property, use of facilities and equipment, allocation of time and materials to project costs, and utilization of IT resources
- Knowledge of protocols for conduct of research, including but not limited to the study of human subjects, and IRB approval.

## **Physical Requirements**

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other locations for events as needed.

## **How to Apply**

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

## **EEO Info**

*We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expressions, sexual orientation, national origin, genetic information, disability, 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 Em*

