Job Title	Assoc. Dir. for Research, Evaluation, Data Systems-ASAP|ACE
PVN ID	VA-2204-004730
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department	Office of Academic Affairs
Status	Full Time
Annual Salary	$90,000.00 - $110,000.00
Hour(s) a Week	35
Closing Date	Jul 05, 2022 (Or Until Filled)

General Description

Since 2015, CUNY has provided direct technical assistance in seven states to fourteen institutions in support of program replication efforts that maintain a high level of fidelity to the ASAP|ACE program models. These partnerships have formed a growing network that constitutes the ASAP|ACE National Replication Collaborative at CUNY. In collaboration with the ASAP|ACE national replication team, the Associate Director for Research, Evaluation, Data Systems for the ASAP|ACE National Replication Collaborative at CUNY will shape and lead the reorganization of the operational infrastructure for nationally scaled ASAP|ACE replication efforts and an expanded vision for the growing national replication collaborative.

The national replication team is actively refreshing its strategies to enhance engagement with existing replication partners and cultivate new partnerships as the collaborative is forecasted for expansion in the coming years. The team works closely with core planning teams at partner institutions to develop, implement, and sustain replicated ASAP|ACE programs across the country. More specifically, the Associate Director for Research, Evaluation, and Data Systems will oversee consultation with partners on the use of data systems and analytics for program management, research, and evaluation plans with responsibility for documenting adaptations to the ASAP|ACE models, assessing and measuring site fidelity, and evaluating replication efforts. In addition, the Associate Director will develop and coordinate a robust community of practice across the collaborative focused on data systems, analytics, research, and evaluation to monitor and document replication partners' fidelity to the ASAP|ACE model, track and aggregate student outcomes across the collaborative, and develop a collaborative research agenda among partners.

This position is grant-funded for two years, but as the ASAP|ACE National Replication Collaborative grows, this is likely to become a long-term position. **The priority deadline for applications is May 25, 2022.**

Other Duties

DUTIES AND RESPONSIBILITIES

The core duties of this role are broken up into the following categories:

Technical Assistance for ASAP|ACE Replication

- Contribute to a refreshed technical assistance agenda and tactical implementation support for new ASAP|ACE replication sites; including regular phone calls, in-person and virtual meetings, on-site convenings and trainings as-needed;
- Provide strategic oversight, training and direct technical assistance to replication collaborative partner institutions in the areas of data systems and report development, use of data for program and caseload management and development of an ongoing evaluation plan, documenting progress and assessing additional support needs;
- Scope, hire, and supervise staff position(s) responsible for replication partner engagement and direct technical assistance related to data systems, analytics and evaluation;
- Document adaptations to ASAP|ACE model in demonstration and replication sites; evaluate relationships between adaptations and outcomes;

ASAP|ACE National Replication Collaborative

- Support the development and execution of the vision for an expanded national replication collaborative to include several dynamic communities of practice. This position will hold responsibility for building out the planned community of practice focused on research, evaluation, data systems and analytics across the ASAP|ACE national replication collaborative;
- Assess replication collaborative needs and address unique challenges to implementation through information exchange, feedback and creative problem-solving;
- Maintain, modify and develop resources and materials that support cross-site replication collaborative activities in the areas of fidelity-to-model assessment, data systems and analytics, research, and evaluation, including e-learning modules, templates, and campus planning tools;

Data & Analytics

- Monitor larger trends in higher education data and analytics;
- Produce regular data reports and make analytic comparisons across sites in meaningful ways;
- Develop, administer, and monitor surveys or other feedback mechanisms to assess experiences during initial technical assistance provision, replicated program implementation, and ongoing assessment of replicated programs' fidelity to the ASAP|ACE model;

Research & Evaluation

- Serve as primary point of contact with research teams conducting studies and/or evaluations of replication programs and provide feedback on research considerations and design;
- Collaborate with the CUNY ASAP|ACE Research & Evaluation unit on fidelity measurement considerations for replication sites, research briefs and conference presentations, and external engagements related to research, evaluation and policy efforts;
- Collaborate with external researchers to coordinate joint research opportunities; produce reports, briefs, and other resources that contribute to the national conversation about community college financing, developmental education, advising, student experiences and successes, and transfer;

Other duties as assigned.

Qualifications

MINIMUM QUALIFICATIONS

- Master's degree in higher education or a related field;
- At least 7-10 years of experience working on educational reform initiatives, with a preference for past research/evaluation/data experience within higher education student success programs;
- Familiarity with databases/systems/technology used to support service delivery in the nonprofit or public sector;
- Strong understanding of the organization and policies of public higher education institutions, particularly the community college sector;
- Demonstrated analytical thinking and planning ability;
- Ability to communicate clearly and work effectively with diverse internal and external stakeholders;
- Experience providing training, technical assistance, or teaching;
- Strong organizational skills and ability to work independently and as a member of a highly collaborative team;
- Excellent written, oral, and interpersonal skills;
- Functional knowledge of quantitative and qualitative research design and evaluation practices;
- Advanced computer skills (Word and Excel required; experience with Learning Management Systems a plus) and ability to learn new technical skills;
- Ability to travel as needed.

PREFERRED QUALIFICATIONS

- Earned doctorate or advanced doctoral coursework in higher education or a related field;
- Keen understanding of the research literature around higher education student success reform efforts;
- Formal training in program evaluation, statistics and/or social science research methods;
- Experience with business intelligence/reporting and/or data visualization tools (ie. Tableau);
- Experience with a range of Student Information Systems used in postsecondary institutions (ie. Banner, PeopleSoft, etc);
- Experience with a range of CRM platforms and/or tools used specifically to support academic or career advisement (ie. Salesforce, Starfish, EAB Navigate, AdvisorTrac, Symplicity, etc);
- Experience coordinating multi-site projects and facilitating cross-functional groups.

PHYSICAL REQUIREMENTS

- This position is located in a professional office environment and is currently hybrid, working 70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll cycle. Laptop may be provided if needed to support working remotely.
- As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

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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. The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer.