

Job Title	Research Analyst
PVN ID	VB-1608-001352
Category	Research
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	Institute for State and Local Governance
Status	Full Time
Annual Salary	\$45,000.00 - \$600,000.00
Hour(s) a Week	35
Closing Date	Jan 12, 2017 (Or Until Filled)

General Description

CUNY Institute for State and Local Governance (ISLG): Overview

ISLG is an institute within the City University of New York. The Institute's mission is to help achieve improvements in the financing, delivery, and measurement of critical public services by assisting current and future leaders in government, non-profit organizations, and the private sector, in the U.S. and internationally, by offering research, technical assistance, and education and training. The Institute's director, Michael Jacobson, previously served as NYC's Probation and Correction Commissioner and president of the Vera Institute of Justice.

Position Description

ISLG seeks a Research Analyst to work primarily on the Manhattan District Attorney's (DANY) Criminal Justice Investment Initiative (CJII). The CJII is designed to invest funds in projects that will enhance public safety, develop broad crime prevention efforts, and promote a fair and efficient criminal justice system. The CJII focuses on projects within seven priority areas: domestic violence, victim and witness services, cybercrime, narcotics and substance abuse, intelligence-driven prosecution, preventing criminality among young men, and reentry and diversion. As the technical assistance consultant on this project, ISLG offers guidance to DANY and grantees throughout the lifetime of the initiative and provides project oversight and performance measurement. For more information about ISLG and the CJII please visit www.islg.cuny.edu and www.cjii.org.

The Research Analyst (RA) will report to the Senior Research Associate (SRA) and work closely with research, policy, and communications staff to provide DANY with comprehensive research support and technical guidance, including the development of investment strategies and implementation reports. The RA will be responsible for the following:

- Development of performance metrics (or key performance indicators, or KPI) for CJII investments and

- grantees;
- Maintenance of performance monitoring platform for regular collection of data from grantees;
- Analysis of quarterly performance data from grantees and production of performance reports for DANY;
- Conducting literature searches for relevant publications and experts, and assisting the research team in connecting findings to potential investments and ongoing initiatives;
- Developing investment proposals and strategies in collaboration with policy staff and for presentation to DANY;
- Accompanying the SRA or other staff to meetings with key stakeholders, including from DANY, city agencies, and grantees;
- Writing blogs, briefs, memos, and special reports for the ISLG and CJII websites, and assisting the Senior Communications Associate (SCA) with dissemination, as needed;
- Exploring opportunities for strategic CJII partnerships from key government and philanthropic stakeholders;
- Data entry, cleaning, and analysis;
- Summarizing research reports into briefs;
- Fact-checking and referencing;
- Assisting senior researchers with reports and presentation materials; and
- Exploring future funding opportunities to advance the mission of the Institute.

Other Duties

Qualifications

- BA or MA in sociology, psychology, public policy, criminal justice/criminology, public health, statistics, or other related fields (MA is preferred)
- Experience conducting research in an applied research setting OR prior coursework in research methods and/or statistics
- Microsoft Office proficiency, particularly in Excel and PowerPoint
- Familiarity with statistical software packages (SPSS and/or STATA)—including experience cleaning, coding, merging, and analyzing quantitative data files in such packages
- Excellent time management skills and experience working in deadline-driven environments
- Ability to write and present in an articulate, structured, and compelling manner
- Ability to work on a team, as well as independently
- Ability to handle and protect confidential and sensitive data with integrity
- An exceptional commitment to accuracy and attention to detail

This is a full-time position with excellent benefits and is located in New York City, although some travel will be required. Salary range: \$45,000–\$60,000, depending on level of experience. Qualified candidates for this position may also be considered for similar positions on new or other ongoing projects. Exceptionally qualified

candidates may also be considered at the Research Associate level (salary range of \$60,000 to \$75,000).

How to Apply

To apply, visit rfcuny.org and click on *About RF*, then *Careers* to upload a cover letter describing your qualifications, research interests, and curriculum vitae (in PDF). Questions can be addressed to info@islg.cuny.edu.

Application review will commence on September 12, 2016 and continue until the position is filled.

The CUNY Institute for State and Local Governance and the Research Foundation of the City University of New York are an Affirmative Action/Equal Opportunity/Americans with Disabilities Act/Protected Veterans Status/ E-Verify Employer.