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<b>Job Title</b>	Policy Associate
<b>PVN ID</b>	VB-1706-001907
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
<b>Department</b>	CUNY Institute for State and Local Gover
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$56,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 02, 2017 (Or Until Filled)

## General Description

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

ISLG is an institute within the City University of New York (CUNY). The Institute's mission is to assist 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, to help achieve improvements in the financing, delivery, and measurement of critical public services. The Institute's director, Michael Jacobson, previously served as NYC's Probation and Correction Commissioner and president of the Vera Institute of Justice. For more information about ISLG please visit [www.islg.cuny.edu](http://www.islg.cuny.edu).

The Institute is hiring a Policy Associate to provide strong quantitative expertise for a portfolio of work focused on improving productivity and performance in government operations. Projects within this portfolio enhance performance in government agencies through customized and easily implementable solutions that increase operational efficiency and effectiveness.

### Position Description

Reporting to the Senior Policy Associate, the Policy Associate will be working in a collaborative environment with an agile team within the Institute, the Policy Associate will be responsible for independently performing advanced quantitative analyses and model development to drive decision-making. The Policy Associate will be responsible for the following tasks:

- Working with and analyzing large, complex datasets to create economic and/or operational models
- Performing qualitative and quantitative assessments of all aspects of models, including theoretical aspects, model design, and implementation, as well as data quality and integrity
- Developing extensive, detailed, and methodological reports, recommendations, and other documentation based on quantitative and qualitative analysis that can be used by government agencies
- Presenting complex data in a meaningful and effective way for government clients

- Researching and providing expertise in areas of public budgeting, pension reform, state and local taxation, and operational research

## Other Duties

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## Qualifications

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- An advanced degree in economics, mathematics, statistics, operations research or a related social science field with a strong quantitative concentration. Experience in lieu of an advanced degree in these fields will be considered
- Demonstrated subject matter expertise in quantitative modeling, specifically in operational research and/or economic modeling. Proficiency required in Excel and preferred in statistical software such as STATA, SPSS, and/or other advanced modeling software
- Exceptional interpersonal skills with the ability to create and maintain excellent working relationships with ISLG's partners, including government, foundations, and community partners
- Strong time management skills and experience working in deadline-driven environments across multiple priority projects
- Ability to adapt to changing demands and requirements as projects develop, and the ability to participate in collaborative project development with diverse internal team members and external stakeholders
- Excellent oral and written communication skills
- An exceptional commitment to accuracy and attention to detail
- Strong work ethic, sense of humor, flexibility, creativity, and a professional demeanor

This is an exceptional opportunity to work hand-in-hand with government on important strategic initiatives, and to contribute to building a portfolio of work in an Institute with a talented and multi-disciplinary team producing a scientifically rigorous and impactful body of work.

This is a full-time position with an annual salary ranging from \$56,000 to \$75,000, commensurate with experience. The position includes excellent benefits.

### How to Apply

To apply, please go to [rfcuny.org](http://rfcuny.org) and click on About RF, then Careers. You will need to submit a cover letter describing your qualifications and interests and attach your curriculum vitae. Questions can be addressed to [info@islg.cuny.edu](mailto:info@islg.cuny.edu). Application review will commence on July 10, 2017 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/ EVerify Employer**

