RESEARCH FOUNDATION CUNY

Job Title	Research Associate
PVN ID	VB-1806-002576
Category	Research
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State & Local Governa
Status	Full Time
Annual Salary	$55,000.00 - $80,000.00
Hour(s) a Week	35
Closing Date	Mar 26, 2021 (Or Until Filled)

General Description

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 New York City's Probation and Correction Commissioner and president of the Vera Institute of Justice.

Project Description

ISLG is hiring a Research Associate to work on various research projects in the Institute's criminal justice portfolio. These projects involve helping criminal justice partners build data and analytical capacity; overseeing data collection, management, and analysis; developing and implementing performance measurement systems; conducting quantitative analyses of criminal justice data at different system points; and assisting in the development of new research projects. Most immediately, the position will be split across two primary projects —one national and one local to New York City. The position is full-time.

Position Description

The RA will report to a Senior Researcher and will work closely with other project staff on project activities. Specifically, the RA will support their supervisor and other project staff in the following activities:

• Developing data requests and data collection protocols for criminal justice agencies, community-based service providers, and other relevant organizations providing data for various Institute-related research projects
• Cleaning, coding, merging, and preparing administrative data files for analysis
• Working with partners to develop and operationalize performance measures and develop reporting systems
• Creating performance measures and dashboards and other progress reports from case-level data, including analysis and data visualization
• Analyzing and interpreting performance measurement trends—including the policy and practice implications of those trends
• Conducting quantitative analysis, including descriptive analyses and various regression models, among other statistical techniques, as required

• Documenting methodology, validation, and testing to facilitate replication of analyses
• Developing codebooks, file specifications, and other resource documents
• Working closely with government partners and other project collaborators on all aspects of the work
• Preparing and carrying out presentations for a wide range of audiences
• Developing protocols for, conducting, and analyzing data from qualitative interviews, focus groups, case file reviews, surveys, and/or program observations
• Conducting diagnostic assessments to better understand agency systems, capacity, gaps, and effective identification of solutions to fill those gaps. This may include system mapping, conducting data and systems reviews, interviews with agency stakeholders, conducting walkthroughs of IT systems, and strategizing ways to operationalize data points into measures for analysis and evaluation.
• Helping government partners implement improvements to data and analytical systems.
• Assisting research team with grant reporting and development of final project deliverables
• Traveling to meetings, conferences, and making site-visits, as needed

Other Duties

Qualifications

• MA or PhD in criminal justice/criminology, psychology, sociology, public policy, or other related fields
• At least two years of experience (four or more years preferred) conducting research in an applied research setting
• Experience in collecting and working with administrative data (experience with criminal justice data a plus)
• Excellent data management and analysis skills, including extensive experience cleaning, coding, merging, and analyzing large and complex quantitative data files in SPSS, SAS, or STATA (including fluency in programming/syntax in one or more of these programs)
• Experience with NVivo or other qualitative software a plus, but not a requirement
• Strong understanding of criminal justice policy, including an ability to translate analytical and research findings into policy and practice recommendations
• Excellent oral and written communication skills, with the ability to convey complex research findings to broader audiences, and to develop clear, visually-compelling reports for government, non-profit, and private sector partners
• Exceptional interpersonal skills with the ability to create and maintain excellent working relationships with government and community partners
• An exceptional commitment to accuracy and attention to detail
• Ability to work on a team, as well as independently
• Experience in information technology a plus, but not a requirement

This is a full-time position with excellent benefits and is located in New York City. Salary range: $55,000–$80,000, depending on research skills and level of experience.

How to Apply

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.

Application review will commence on July 9, 2018 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.