Job Title	Senior Research Associate
PVN ID	VB-1807-002583
Category	Research
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State & Local Governa
Status	Full Time
Annual Salary	$80,000.00 - $110,000.00
Hour(s) a Week	35
Closing Date	Mar 26, 2021 (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 New York City's Probation and Correction Commissioner and president of the Vera Institute of Justice.

Position Description

ISLG is hiring one or more Senior Research Associates 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. Each Senior Research Associate will report to the Research Director or Associate Research Director and will work closely with other project staff on project activities. *While ISLG is looking for full-time Senior Associates, part-time applications will also be considered*.

Responsibilities

Specifically, each Senior Research Associate will be responsible for some subset of the following:

- 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
- Analyzing and interpreting performance measurement trends—including policy and practice implications of those trends
- Conducting and/or overseeing quantitative and/or qualitative analysis
- Documenting methodology, validation, and testing to facilitate replication of analyses
- Developing codebooks, file specifications, and other resource documents
- Building and managing relationships with government, community, and other partners; and working collaboratively with them on all aspects of the work
- Presenting research and policy work to a wide range of audiences
- Writing reports, memos, briefs and other materials.
- Conducting data and systems reviews
- Supervising associate and analyst staff on project work
- Traveling to meetings, conferences, and making site-visits, as needed

Senior Research Associates will also contribute to developing the ISLG's broader research agenda, together with the Institute's Research Director and other senior research staff.

Other Duties

Qualifications

- Ph.D. in criminal justice/criminology, sociology, psychology, public administration, public health or social work (ABD and/or M.A. with extensive research and policy experience will also be considered)
- Substantial experience (5 years or more) conducting high-quality research in an applied research setting
- Expertise in performance measurement
- Experience in collecting and working with administrative data (experience with criminal justice data a plus)
- Excellent data management and analysis skills, including experience cleaning, coding, merging, and analyzing large and complex quantitative data files in SPSS, SAS, or STATA
- 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
- A strong commitment to accuracy and attention to detail
- Ability to work on a team, as well as independently
- Experience supervising staff is a plus
- A promising research record, including a record for successful proposal development and/or peer-

reviewed publications, is a plus

This is a full-time position with excellent benefits and is located in New York City. Salary range: $80,000–$110,000, depending on research skills and level of experience.

How to Apply

To apply, please go to rfcuny.com 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