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<b>Job Title</b>	Research Associate
<b>PVN ID</b>	VB-1812-002842
<b>Category</b>	Research
<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>	\$55,000.00 - \$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 26, 2021 (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. 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 one or more Research Associates to work on a variety of 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. The position is full-time.

### Position Description

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

- Developing and operationalizing performance measures
- Creating performance measures, dashboards and other progress reports from case-level data, including analysis and data visualization
- Analyzing, interpreting, and thinking critically about performance measurement trends, including their policy and practice implications
- Cleaning, coding, merging, and preparing administrative data files for analysis

- Developing data requests and data collection protocols for criminal justice agencies, community-based service providers, and other relevant organizations
- Conducting quantitative and qualitative analysis, as needed
- 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
- Conducting diagnostic assessments to better understand agency systems, capacity, gaps, and effective identification of solutions to fill those gaps.
- Conducting literature reviews and analysis to identify areas of opportunity in criminal justice research
- Developing criminal justice research projects
- Traveling to meetings, conferences, and sites, as needed

## Other Duties

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## Qualifications

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- 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)
- 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
- Background/experience in any of the following is a plus, but not a requirement:
  - Information technology
  - NVivo or other qualitative software
  - Tableau or other data visualization software

To apply, you will need to submit a cover letter describing your qualifications and interests and attach your curriculum vitae via the Research Foundation Careers page. Questions about the position or ISLG can be addressed to [info@islg.cuny.edu](mailto:info@islg.cuny.edu).

Application review will commence immediately and continue until the position is filled.

