

Job Title	Research Analyst
PVN ID	VB-2104-003983
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 - \$60,000.00
Hour(s) a Week	35
Closing Date	Dec 28, 2021 (Or Until Filled)

General Description

About us

The CUNY Institute for State and Local Governance has a mission to improve the financing, delivery, and measurement of critical public services through research, technical assistance, and education. We lead projects aimed at reforming the criminal justice system, measuring urban inequality, expanding the reach of social service providers, and more. Each project has a dedicated team of research and policy experts who collaborate closely with internal and external organizations. Our staff have the opportunity to work with colleagues and supervisors across projects and with different types of expertise. We are seeking new team members with enthusiasm to shape the future of state and local policy.

Our goals for diversity and inclusion

We strive to foster an office environment and an approach to work that welcomes and respects different perspectives, backgrounds, and life experiences. We are working towards our goal of recruiting and retaining staff and board members who are diverse in terms of race, national origin, sexual orientation, gender identity or expression, age, religion, veteran status, socioeconomic status, disability, and justice system involvement.

Who we are looking for

We are hiring a Research Analyst to work on multiple projects, with key responsibilities in supporting the collection, management, and analysis of quantitative and qualitative data, and providing administrative support as needed.

This is an excellent opportunity for a civic-minded professional interested in a public policy environment.

ISLG's research projects span government policymaking in New York City and nationally, and cover a number of areas including criminal justice, racial equity, infrastructure and transportation, government operations, and finance.

The Research Analyst will work on a range of tasks which *may* include but are not limited to:

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Research and analysis

- Supporting quantitative analysis, carrying out descriptive and/or multivariate statistical analysis, running diagnostic and/or sensitivity analyses, analyzing publicly available datasets, drafting survey instruments
- Drafting interview and focus group questionnaires; assisting in the facilitation of interviews and focus groups; drafting and/or helping administer surveys; conducting case record reviews
- Synthesizing and interpreting findings
- Providing administrative support for projects as needed
- Carrying out policy and practice reviews

Data management

- Cleaning, coding, merging, and preparing administrative data files for analysis using statistical or general programming (e.g., Stata, SAS, R, SQL, Python, or similar)
- Transcribing and coding qualitative interview and focus group data
- Maintaining codebooks, coding schemes, file specifications, and other technical resource documents

*Our office is located in New York City and the position will be housed there over the long-term, however, work will be **remote through the immediate term**.*

Other Duties

Qualifications

We would love to hear from you if:

- You have a bachelor's degree in public policy, criminal justice/criminology, sociology, urban planning, political science, or other related fields
- You are familiar with at least one statistical software package or language (e.g., Python, R, SAS, SPSS, STATA)
- You have experience with administrative data, particularly data from government agencies (experience with criminal justice data a plus)
- You have excellent time management skills and experience working in deadline-driven environments

- You can prioritize and work on a number of tasks simultaneously
- You have an exceptional commitment to accuracy and attention to detail
- You have excellent writing skills
- You are flexible

This is a full-time position in New York City with a salary range of \$45,000-\$60,000 and excellent benefits, including:

- Comprehensive medical/dental/vision insurance
- Paid vacation and personal days
- Paid sick leave
- CUNY tuition reimbursement program
- Pre-tax benefits for transit and healthcare costs
- Family/parental leave
- Life insurance
- A retirement plan with employer contribution.

Our staff also benefit from:

- A positive work/life balance
- Opportunities for advancement within the organization
- Engagement with the broader CUNY network
- Working with organizational leadership who have years of significant public sector and policymaking expertise