

Job Title	Data Analyst
PVN ID	VB-2208-005057
Category	Research
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State & Local Governan
Status	Full Time
Annual Salary	\$79,000.00 - \$79,500.00
Hour(s) a Week	35
Closing Date	Sep 15, 2022 (Or Until Filled)

General Description

Job Title: Data Scientist

Company Name: Research Foundation of the City University of New York (CUNY)

Job Location: 10 East 34th St., 5th Floor, New York, NY 10016

Job Description:

The Data Scientist works closely with other project staff to translate their practical data and analysis needs into programming work.

Specific duties include:

Project Management: Serve as a point person for data processing tasks, including:

- Write scripts to extract, transform, and load data
- Conduct preliminary data diagnostics for review by senior project staff
- Identify questions or additional considerations for carrying out the assigned tasks

Data and Programming:

- Develop tools and software in Python to analyze and process raw, complex and/or unstructured data from diverse data sources and systems
- Import, validate merge, restructure and clean case-level administrative data files for analysis
- Normalize data files across dozens of administrative sources
- Create dashboards (including interactive online dashboards) and corresponding data feeds
- Support the creation of data visualizations
- Conduct quantitative analysis of the files that are created

- Automate quality assurance checks throughout data cleaning and analysis processes

Data Management:

- Design, development and maintain integrated data infrastructure to build an in-house data repository
- Design and develop data infrastructure for creating diagnostic reports on internal (ISLG) data holdings
- Maintain a current inventory of all data holdings
- Work with partners to extract data from data warehouses and other back-end data systems
- Maintain detailed documentation on all data management decisions and technical work
- Develop codebooks, file specifications, and other resource documents

Translating, Applying, and Communicating Data:

- Translate research and policy questions into technical work and data specifications; ensure that substantive context of research and policy questions are appropriately incorporated into technical specifications
- Discuss technical work with non-technical staff and project partners in an accessible manner
- Contribute to the writing of methodological sections of research reports
- Serve as a technical consultant to partners, as needed
- Help project staff interpret data in research findings and policy implications, as appropriate

Job Requirements:

Requires Master's Degree in Data Science or related degree. Must have completed coursework that includes:

- Data Engineering, Descriptive Statistics, Functional Programming, and Data Visualization with D3.js.
- Processing large amounts of structured and unstructured data, including integrating data from multiple sources.
- Data cleaning, wrangling, visualization and reporting.
- Analyzing Big Data to extract insights and patterns.

Must also have twelve months of data experience in a related position or internship that includes the following:

- Working with diverse, complex, unstructured data.
- Cleaning, coding, merging, and analyzing large and complex quantitative data files in Python and SQL.

Remote employment is permissible. This position involves regular meetings at various sites in the New York City metro area. Periodic visits will occur at unanticipated worksites nationwide. Travel constitutes 5% of the time.

Employer is an 'AA/EO/ADA Employer' (Affirmative Action/Equal Opportunity Employer/Americans with Disabilities Act) E-Verify Employer.

Other Duties

Qualifications
