



Job Title	Research Assistant
PVN ID	VB-2508-006964
Category	Research
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State and Local Gover
Status	Part Time
Hourly Rate	\$50.00-\$50.00
Hour(s) a Week	10.00-15.00
Closing Date	Oct 12, 2025 (Or Until Filled)

General Description

The CUNY Institute for State and Local Governance is a good governance think-and-do tank. We are driven by the idea that data-informed approaches can measurably improve the way government and public institutions operate, equitably serve all constituents, and ultimately solve social policy problems. We also provide the knowledge and action needed to fuel those approaches. With the necessary research, policies, partnerships, and infrastructures, we help government and public institutions work more effectively, efficiently, and in the interest of all communities. 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.

Other Duties

CUNY ISLG is recruiting for two Research Assistants to work with its Operations team on economic forecasting projects including:

- **Puerto Rico Budget Forecasting** – ISLG, partnering with the Government of Puerto Rico, including the Office of Management and Budget, the Treasury Department, the Labor Department, the Planning Board, and the Financial Oversight and Management Board for Puerto Rico, is reviewing, analyzing and

cooperatively strengthening the forecast of the economy of Puerto Rico, and the revenues and expenditures of Puerto Rico on a multi-year basis, with quarterly updates, on both a cash and modified accrual basis to address a major requirements of the Puerto Rico Oversight, Management, and Economic Stability Act.

- **CUNY Revenue Forecasting** – ISLG, partnering with the CUNY Budget and Finance Office, is reviewing, analyzing and strengthening revenue forecasting for CUNY and the individual colleges to produce multi-year forecast to assist in budget decisions and assess long term risks and opportunities.

This is an excellent opportunity for PhD candidates looking for experience in applied economics, econometric modeling, and advanced time series forecasting with large datasets. The Research Assistants will work under senior economists with extensive government and academic forecasting and financial planning experience. They will assist with tasks related to the development of forecasts, including:

- Data cleaning and analysis
- Testing and development of forecast models, including identification and testing of model variables
- Generating revenue, and expenditure forecasts
- Communicating results of forecast models
- Drafting memos, reports, briefings, presentations, and other communications for internal and external stakeholders;
- Preparing ISLG materials for internal and external meetings, which may include working groups, task forces, and stakeholder presentations;
- Participating in frequent formal and informal cross-organizational collaboration
- Other duties as assigned

The engagement will run for twelve months, with the potential for additional employment. Research Assistants will have a hybrid work schedule and report to a Senior Operations Unit staff member.

Qualifications

- Currently enrolled in a PhD program in Economics, Quantitative Analysis, or Data Analytics (or a related field)
- Coursework and/or experience in econometrics or applied statistics
- Quantitative skills, statistical modeling
- Proficiency and experience in data manipulation
- Extensive experience with **at least one** programming language and/or statistical software package (R, Python, EViews, SPSS, STATA)
- Microsoft Office, particularly Excel
- Spanish proficiency is a plus, but not required
- Excellent time management skills and experience working in deadline-driven environments
- The ability to prioritize and work on a number of tasks simultaneously
- An exceptional commitment to accuracy and attention to detail
- CUNY PhD students are encourage to apply

Requirements

- Ability to commit 10-15 hours per week

This is a part-time position in New York City paying \$50 an hour and benefits, including:

- Paid sick leave
- Pre-tax benefits for transit

Our staff also benefit from:

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