



Job Title	Research Assistant
PVN ID	VB-2511-007096
Category	Research
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State & Local Govern
Status	Part Time
Hourly Rate	\$40.00-\$40.00
Hour(s) a Week	15.00
Closing Date	Jan 04, 2026 (Or Until Filled)

General Description

The CUNY Institute for State and Local Governance (ISLG) 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 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 hiring a team of Research Assistants to support a national research project on the fiscal health and budgeting practices of U.S. state governments. ISLG is assessing all 50 states using a detailed scorecard of fiscal health indicators as part of a multi-year study examining the budgeting and fiscal management practices of state governments across the country.

CUNY ISLG is hiring a team of Research Assistants to support a national research project on the fiscal health and budgeting practices of U.S. state governments. ISLG is assessing all 50 states using a detailed scorecard of fiscal health indicators as part of a multi-year study examining the budgeting and fiscal management practices of state governments across the country.

Research Assistants will work in small, collaborative teams to analyze and score assigned states using a structured grading template covering six categories of fiscal management. Each team will also conduct quality

assurance reviews of their team's work to ensure consistency, accuracy, and source integrity.

Before scoring begins, all Research Assistants will participate in a comprehensive training focused on research methodology, source documentation, and quality standards.

The position is part-time with a flexible hybrid schedule from January – May 2026, with the possibility for additional full time work in the summer of 2026. Research Assistants will meet once weekly at the ISLG offices, with the remainder of the work occurring remotely.

This is an exceptional opportunity to contribute to a nationally significant project with direct policy implications for state governments across the country. The project is part of ISLG's broader portfolio on government operations and public finance, which focuses on strengthening the efficiency, transparency, and overall capacity of state budget offices and their fiscal management practices.

Qualifications

- PhD candidate or qualified MA student at the CUNY Graduate Center, student at CUNY School of Law, qualified MA student at another CUNY school or similarly qualified student from another university.
- Minimum cumulative GPA of 3.0 or equivalent.
- Strong attention to detail.
- Ability to research a broad range of fiscal policy research questions, cite sources, and verify findings.
- Ability to work collaboratively in a small team environment.
- Experience or comfort with remote work and personal time management.
- Preference for students with knowledge of government, accounting, and/or finance.
- Experience coding data, or other knowledge and/or experience using qualitative social science methods is a plus.
- Authorization to work in the United States.

Schedule and Compensation

- Part-time and temporary, approximately 15 hours per week from January through May 2026, with flexible scheduling, with a possibility for additional full time work in the summer of 2026.
- Commitment to attend weekly in-person team meetings at the ISLG office, 10 E. 34th, New York.
- Located in New York City. Salary: \$40 an hour.
- For more information about ISLG, please visit islg.cuny.edu.

How to Apply

Please submit a letter of interest (not more than two pages) describing your qualifications and interests, attach your curriculum vitae, unofficial academic transcript, and the names and contact information for two references. Applicants should combine the letter on interest, CV, transcript, and list of references into a single PDF or Word document and label it as: Last name, First name, Program.

Application review will commence immediately and continue until the positions are filled. Interviews will be conducted virtually. Priority will be given to applications received by **December 1**. Questions can be addressed to Nick.Kily@islg.cuny.edu.