Job Title	Research Analysts/Associates
PVN ID	VP-2002-003502
Category	Research
Location	OFFICE OF EXEC VC & UNIVERSITY PROVOST
Department	Academic Affairs,
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	May 29, 2020 (Or Until Filled)

General Description

The Office of Institutional Research and Assessment conducts a wide variety of quantitative analyses to guide policy and to evaluate academic and administrative processes. The federal Institute of Education Sciences and the Mellon Foundation are funding two multi-year projects housed at OIRA exploring the undergraduate transfer pipeline. The Research Associates will provide quantitative support for these projects under the supervision of the Director of Institutional Research.

The Research Associates will develop complex datasets for quantitative analysis and will design and implement quantitative research projects. Key responsibilities will include, but are not limited to, the following:

- Develop study designs, construct datasets, and perform quantitative analyses drawing upon CUNY's administrative data;
- Design more efficient systems for managing and reporting data;
- Consult with other analysts on the best techniques and software to use for data management, reporting, and analytic tasks;
- Collaborate with external policy researchers; and,
- Contribute to reports, policy briefs, academic papers, and oral presentations of findings. Develop effective formats for presenting and illustrating findings for a variety of constituencies, from College Presidents to academic researcher

The position is funded by the federal Institute of Education Sciences and the Mellon Foundation.

Other Duties

Qualifications

- Bachelor's degree with a minimum of four years' related experience
- Advanced degree in a directly related discipline preferred, and may substitute for up to two years of required experience
- Experience with quantitative research methods (e.g. generating descriptive statistics, experimental, quasi-experimental, and non-experimental research designs, etc.)
- Proficiency with statistical software, in particular, R, Stata, and SPSS
- Proficiency in SQL and Oracle database a plus
- Proficiency in Tableau or programming skills in other visualization tools a plus
- Knowledge of CUNY policies and procedures preferred
- Ability to work independently and function effectively in a collaborative office with diverse internal and external constituents
- Detail oriented with strong analytical, research, evaluation, and writing skills
- Strong communication and presentation skills
- Strong organizational skills and follow-through capabilities to develop and execute work plans, prioritize work, manage multiple assignments, and meet deadlines
- Ability to be flexible and work in a fast-paced environment