

<b>Job Title</b>	Research Associate
<b>PVN ID</b>	VA-1909-003294
<b>Category</b>	Research
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Research Network
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$35.00-\$45.00
<b>Hour(s) a Week</b>	13.00-19.00
<b>Closing Date</b>	Dec 10, 2019 (Or Until Filled)

## General Description

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### MISSION

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State.

### GENERAL DESCRIPTION

The New York City Early Childhood Research Network (Research Network) brings together researchers, policymakers, funders, and others to promote actionable research that will inform public policy for children from birth through age eight. Together, we strengthen relationships, share resources, build knowledge, and inspire action. The New York Early Childhood Professional development Institute is the convening agency for the Research Network.

The Institute's Research Network Project Associate will work with Institute leadership and be a part of the NYC Early Childhood Research Network team. The Research Associate will report to the Director of Research and Evaluation and the Executive Director to identify key issues effecting young children and the workforce and contribute to the development of a range of resources and materials that will enhance the work of the Network.

### DUTIES AND RESPONSIBILITIES

#### Research and Analysis



- Read and synthesize research conducted by Research Network members and contribute to the writing of policy briefs, blogs, and written materials that will communicate research findings and their impact on policy issues.
- Collect early childhood-related data from public agencies (local, state, and federal levels)
- Perform literature reviews and provide Research Network partners with summaries and reports.

### **Communications and Organizational Supports**

- Attend Network meetings and events
- Support website users and develop website content and other social media content, as needed
- Develop presentations as needed
- Coordinate meeting materials, meeting announcements, and key resources. Support the development and implementation of the research forum.

## **Other Duties**

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### **Other Duties**

- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

## **Qualifications**

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### **CORE COMPETENCIES/QUALIFICATIONS**

- Master's degree required. Degree in early childhood education, social policy, psychology, or related field preferred
- Excellent verbal and written communication skills
- Strong, demonstrated analytical skills
- Ability to work with a diverse group of stakeholders including colleagues and external partners
- Excellent organization and management skills, with exceptional attention to detail and follow-through.
- Strong technical skills including a high competency level with social media
- Ability to work with respect and sensitivity to a diverse staff and client base
- Strong work ethic, high degree of professionalism, and personal integrity with an understanding of the need to maintain confidentiality, safeguard information, and handle documents with sensitivity
- Proficiency in a second language is desired.
- Ability to work independently and as part of a team

### **Physical Requirements**

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and



other presentation materials

- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel to other CUNY sites as needed.

## **How to Apply**

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

## **EEO Info**

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.