Job Title	Policy Associate
PVN ID	VB-1806-002538
Category	Managerial and Professional
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State and Local Gover
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 08, 2018 (Or Until Filled)

General Description

CUNY Institute for State and Local Governance (ISLG): Overview

ISLG is an institute within the City University of New York (CUNY). The Institute's mission is to work with government and non-government organizations to improve systems that produce better results worthy of public investment and trust. The Executive Director is Michael Jacobson, whose career in public service includes holding senior positions in the NYC Office of Management and Budget, serving as NYC Commissioner of Probation and later Corrections Commissioner, and running the nonprofit Vera Institute of Justice. For more information about ISLG, please visit www.islg.cuny.edu.

The Institute is hiring a Policy Associate to provide strong value and process engineering and/or shared services expertise for a portfolio of work focused on improving productivity and performance in government operations. Projects within this portfolio enhance performance in government agencies through customized and easily implementable solutions that increase operational efficiency and effectiveness.

Applicants may also be considered for hire as a policy analyst or a senior policy associate, depending on their qualifications and prior work experience.

Position Description

The Policy Associate will work in a collaborative environment on a fast-paced team within the Institute, and will be responsible for the following tasks:

- Performing qualitative and quantitative assessments of all aspects of a public sector client's operations
- Mapping and designing (or re-designing) processes and systems that optimize operational efficiencies

and enhance service delivery

- Assisting in the implementation of a shared service platform for multiple functional areas in the public sector
- Assessing and mitigating risk and liabilities for large-scale, government projects
- Working with and analyzing large, complex datasets to create economic and/or operational models
- Developing extensive, detailed, and methodological reports, recommendations, and other documentation based on quantitative and qualitative analysis that can be used by government agencies
- Presenting complex data in a meaningful and effective way for government clients

Other Duties

Qualifications

- An advanced degree in business, operations research, or a social science field with a strong quantitative concentration. Experience in lieu of an advanced degree in these fields will be considered.
- Demonstrated subject matter expertise in any of the following functional areas: Facilities; Human Resources; Information Technology; Procurement; or other areas related to the public sector.
- Experience in assessing the feasibility of, planning, designing, and/or implementation of a shared service center preferred.
- Proficiency required in Excel, Project, and Visio. Knowledge of automation capabilities (e.g., management information systems) and/or model development preferred.
- Understanding of public sector trends and state and local governance structure.
- Exceptional interpersonal skills with the ability to create and maintain excellent working relationships with ISLG's partners, including government, foundations, and community partners.
- Strong time management skills and experience working in deadline-driven environments across multiple priority projects.
- Ability to adapt to changing demands and requirements as projects develop, and the ability to participate in collaborative project development with diverse internal team members and external stakeholders.
- Excellent oral and written communication skills.
- An exceptional commitment to accuracy and attention to detail.
- Strong work ethic, sense of humor, flexibility, creativity, and a professional demeanor.

This is an exceptional opportunity to work hand-in-hand with government on important strategic initiatives, and to contribute to building a portfolio of work in an Institute with a talented and multi-disciplinary team producing a scientifically rigorous and impactful body of work.

This is a full-time position with an annual salary commensurate with experience. The position includes excellent benefits.

How to Apply

To apply, please submit a cover letter describing your qualifications and interests and attach your curriculum vitae. Questions can be addressed to info@islg.cuny.edu. Application review will commence on June 15, 2018 and continue until the position is filled.

The CUNY Institute for State and Local Governance and the Research Foundation of the City University of New York are an Affirmative Action/Equal Opportunity/Americans with Disabilities Act/Protected Veterans Status/ EVerify Employer