

<b>Job Title</b>	Research Associate
<b>PVN ID</b>	GS-1805-002483
<b>Category</b>	Research
<b>Location</b>	The GRADUATE CENTER
<b>Department</b>	Center for Urban Research/NYCLMIS
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 01, 2018 (Or Until Filled)

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## General Description

The New York City Labor Market Information Service (NYCLMIS), housed at the Center for Urban Research at the CUNY Graduate Center, seeks a full-time research associate to work as part of a team that performs labor market research, prepares information tools, and provides strategic consultation to education, workforce and economic development practitioners and policy makers. The overall function of the NYCLMIS is to help our clients align their programs and policies with the demands of the labor market. For more information about us, see our website at <http://www/gc.cuny.edu/lmis>.

With supervision and support from the director of the NYCLMIS and other senior staff, the research associate will:

- Analyze economic, labor market, labor force, and other data;
- Conduct interviews and focus groups;
- Write reports and briefs;
- Create presentation materials;
- Work on multiple projects simultaneously; and
- Participate in other research and technical assistance activities as needed

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## Other Duties

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## Qualifications

- Master's degree and at least 2 years professional experience in a related research/policy role (experience may be substituted for education);
- Intermediate to advanced facility with:

- MS Word and PowerPoint;
  - Excel; and
  - At least one statistical analysis application (SPSS, STATA, SAS, R);
- Proficiency with descriptive statistics and data manipulation (e.g., computing and recoding variables, merging files);
- Experience collecting, analyzing and interpreting information using qualitative methods, such as document review and semi-structured interviews;
- Data visualization skills using Excel, Visio, Tableau or similar packages;
- Excellent writing skills, with a track record of summarizing complex material for a variety of audience types;
- Familiarity with – or interest in –workforce development policies and programs; and
- Experience working within a client-centered, team- and project-based environment.