

<b>Job Title</b>	Research Associate
<b>PVN ID</b>	GS-1807-002634
<b>Category</b>	Research
<b>Location</b>	The GRADUATE CENTER
<b>Department</b>	NYCLMIS/Urban Research
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 30, 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 promotes upward economic mobility for all through efforts to improve workforce and educational outcomes. We accomplish this through partnering with the organizations and institutions that educate and train the labor force and help people advance in their careers.

We offer our partners data-driven intelligence, materials, and guidance. We are best known for our work on career maps, in-depth industry studies, assessing labor market supply and demand, advising on program alignment with the labor market, and convening workforce and education stakeholders. For more information about us, see our website at <http://www/gc.cuny.edu/lmis>.

We seek a full-time research associate to provide both research and administrative support for our projects. With supervision and support from project managers and the NYCLMIS director, the research associate will:

- Gather and analyze economic, labor market, labor force, and other data;
- Support data collection efforts, including administering surveys and summarizing their results;
- Illustrate data visualizations;
- Conduct and document interviews and support focus groups;
- Contribute to written project materials, such as research briefs, reports, presentation slides, and summary handouts;
- Work on multiple projects simultaneously;
- Provide general project support; and
- Participate in other research and technical assistance activities, as needed.

## Other Duties

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## Qualifications

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- 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, 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, including an ability to write for all types and levels of readers;
- Highly organized. Willing and able to assist with the administrative needs of projects and team;
- Familiarity with – or interest in – labor market data and its applications; and
- Experience working within a client-centered, team- and project-based environment.