Job Title	Research Associate
PVN ID	GS-2205-004812
Category	Research
Location	The GRADUATE CENTER
Department	NYC Labor Market Information Service (LM
Status	Full Time
Annual Salary	$65,000.00 - $72,000.00
Hour(s) a Week	35
Closing Date	Jul 27, 2022 (Or Until Filled)

General Description

About us: LMIS is a workforce development and educational opportunity-focused research, evaluation, and consulting organization. Housed within the Center for Urban Research at the CUNY Graduate Center, we are social science researchers with diverse backgrounds and skillsets.

We support other mission-driven groups by helping them harness the power of research insights and labor market data to inform best-practice programming and engagement of their client communities. We are dedicated to connecting individuals and communities to economic opportunity, particularly those who have historically been excluded from the labor market or are located in the lower part of the income distribution. We partner with other organizations and programs that share this goal. Some of our recent partners include DC 37 (NYC's largest public union), the NYC Department of Education, Guttman Community College, Career Planning & Professional Development at the CUNY Graduate Center, JPMorgan Chase Foundation, African Communities Together (ACT), Options Institute, and MDRC. To learn more about us, visit our website at https://gc.cuny.edu/lmis

Benefits of working with us include:

- Flexible work hours & hybrid work schedule
- Generous leave policy
- 403(b) with 8% employer contribution (no match required by employee)
- Health, dental, vision insurance
- Friendly, collegial, intellectually-stimulating work culture
- Opportunity to see the "real-world" impact of your research
- CUNY tuition remission

A sample of how partners describe working with us:

"I asked LMIS to partner with us because of their agility in leveraging research and data to develop relevant top-quality tools and practices responsive to my priorities and the needs of our students…LMIS has the ideal balance of research-focus and client-focus."

"LMIS is a go-to for me! They have their fingers on the pulse of what's happening in NYC's labor market."

"We are delighted to partner with LMIS, an organization with a shared commitment to our goal of creating an academic plan for growth and scaling that is grounded in our identity as a Hispanic and Minority Serving Institution."

Other Duties

About the role: We seek a full-time research associate to contribute content and technical expertise aligned with our research and organizational goals as outlined below.

- *70% - Research:*
  - Engage in research project planning, including the development of research questions and an appropriate research methodology to respond to them;
  - Access and analyze economic, labor market, demographic, and other secondary data sets;
  - Conduct primary data collection, including developing & disseminating electronic surveys and summarizing their results, conducting and documenting interviews, and planning focus groups;
  - Draft compelling and accessible project materials such as research briefs, reports, presentation slides, and summary handouts for a diverse array of audiences and stakeholder groups.

- *15% - Client engagement and support:*
  - Participate in meetings with clients and research partners to agenda set, provide progress updates, and present findings;
  - Draft correspondence with clients;
  - Draft scopes of work for potential clients;
  - Draft invoices for completed work.

- *15% - Other organizational and technical assistance activities*: The research associate will contribute to other priorities as needed, such as our website, quarterly e-newsletter (the LMIS LaborLink), events, and grant preparation.

Qualifications

About you: We're excited to welcome a new LMIS team member who, like us, is intellectually curious and inspired by using research to benefit mission-driven organizations and the communities they serve. We're seeking someone who shares our organizational orientation, which includes being collaborative with each other and our research partners, team-oriented, feedback-seeking, and emotionally intelligent.

Below are the skills and experience that are a good fit for this role:

Technical skills/ credentials:

- Master's degree in a social science or related area, and 3-5 years of professional experience in a research, policy, or consultancy setting;
- Considerable familiarity with labor market data and its applications;
- Intermediate to advanced facility with Microsoft Office Suite and at least one of the following statistical analysis applications: SPSS, SAS, R;
- Strong writing skills and experience drafting research briefs and reports for a diverse array of audiences;
- Proficiency with descriptive statistics and data manipulation (e.g., computing and recoding variables, merging files), and applying the findings to research questions in ways that are accessible to audiences with a variety of backgrounds and expertise;
- Experience conducting qualitative research (e.g., focus groups, semi-structured interviews), and analyzing data using qualitative methods and programs such as Dedoose.

Approach to work:

- Intentional and deliberate in your words and actions;
- Collaborative, curious, and generous in how you engage your professional ecosystem;
- Committed to excellence and accuracy in your work;
- Able to effectively give and receive feedback;
- Responsible, dependable, and detail-oriented; and
- Excited by working within a project-based and client-centered environment.