

<b>Job Title</b>	Research Associate
<b>PVN ID</b>	JJ-1711-002212
<b>Category</b>	Research
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE

**Department**

<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$55,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 08, 2018 (Or Until Filled)

## General Description

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**Position:** As the Research Associate, you will work closely with the Principal Investigator, and manage a variety of projects with a focus on violence against women and human trafficking. You will be responsible for managing day-to-day operations to ensure the deliverables and goals for the grant are met. You will be responsible for assisting with all aspects of the research project, including project management, data collection, data coding and analysis and preparation of final deliverables. In addition, the Research Associate will also work with various stakeholders, research partners, and practitioners to help inform the quality of our work, ensure the reliability of the data, and to ensure that compliance with all legal agreements made with the funders are met. The Research Associate must be well-organized, deadline driven, and intrinsically motivated.

### Responsibilities

- Manage all research projects currently in house, in addition to assisting with proposal development;
- Observe and enforce all RF policies on ownership of intellectual property, use of facilities and equipment, and investigation on human subjects;
- Ensure that deliverables are on track and assist with problem solving and providing guidance to barriers;
- Works collaboratively with the Principal Investigator and research partners;
- Aids in preparing and delivering presentations and reports to board members, data partners, and stakeholders;
- Consults with other researchers, authorities, and advisory board members as appropriate;
- Assists in planning meetings, conferences, web-based communication etc.;
- Maintains confidentiality as required by the project or as directed by the Principal Investigator;
- Follows protocols for gathering data, coding data or information, constructing data bases using specified technology, analyzing data, maintaining data security, and archiving data as needed;
- Keeps accurate, well-organized records;
- Performs the duties of lower level positions as needed; performs other duties as assigned.

## Other Duties

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**A COVER LETTER AND RESUME ARE REQUIRED IN ORDER TO BE CONSIDERED FOR THE POSITION.**

## Qualifications

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### Core Competencies

- Intellectual strength in a field of knowledge, or specialty, pertinent to the research area, as evidenced in areas of study, teaching, publication and/or research background; knowledge of cutting-edge research in the field;
- Ability to build and maintain relationships with funding agency, research partners, advisory board members, and stakeholders;
- Ability to comprehend and act on assignments of varying complexity;
- Ability to handle multiple assignments;
- Ability to take direction from the Principal Investigator
- Ability to work on a team as well as independently;
- Ability to operate in the computer/statistical environment of the research project;
- Ability to co-author reports of substantial complexity;
- Ability to organize and participate in colloquia, symposia, presentations of reports, demonstrations, performances, etc. consistent with the scope and nature of the project and the requirements of the sponsor;
- Ability to communicate effectively to other researchers, supervisors, students, sponsors, administrators, and, when appropriate, the public;
- Knowledge of protocols for safe conduct of research, including the study of human subjects and establishment of safety reporting procedures.

### Ideal Qualifications of the Research Associate

- A minimum of a BA in a related field (e.g. criminal justice, sociology, public policy, public health), and a minimum of 3 years working experience in research and/or project management
- Experience working with vulnerable and underserved populations. criminal justice stakeholders, and NGO practitioners
- Excellent written and verbal communication skills; a great communicator with excellent interpersonal and project management skills
- Familiarity with qualitative data coding and analysis;
- Familiarity with the use of statistical analysis software, including SAS, Stata, SPSS, and/or Excel;
- Excellent written and oral communication skills for research and non-research audiences;
- Experience with report and manuscript writing.