
Job Title	Postdoctoral Fellow
PVN ID	JJ-2504-006790
Category	Postdoctoral
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Program for Research Initiatives in Sci
Status	Full Time
Annual Salary	\$60,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Jun 08, 2025 (Or Until Filled)

General Description

The Program for Research Initiatives in Science and Math (PRISM) at John Jay College of Criminal Justice is seeking a doctoral-level graduate in STEM or in Education to join our program as *Postdoctoral Fellow in Higher Education Program Management and Assessment*.

Under the general supervision of the Associate Program Director, the Postdoctoral Fellow will serve as a coordinator of an interdisciplinary STEM undergraduate research program, performing research and assessment on programmatic approaches of new and/or established STEM initiatives, and develop curricular activities centered in the process of research. They may perform many activities independently, with varying degrees of supervision depending on the scope and complexity of the project; may from time to time supervise undergraduate students for specific assignments and grant proposals and/or abstracts or articles for peer-reviewed publications.

PRISM was founded in 2006 to expand our capacity to mentor students in scientific research skills and prepare them for careers in STEM. PRISM works as a suite of student-centered STEM initiatives. Among them the Undergraduate Research Program has been highly successful, leading to a growth in the number of students performing faculty-mentored research and pursuing post-graduate doctoral training in STEM; The STEM Scholars Program provides academic/career advisement, professional development initiatives, academic and financial support to 150+ STEM students; JumpStart programs a bridge experience for incoming first-year undergraduates in the summer before they begin. Since its founding, PRISM has led to an increase in the number of students graduating from science at the College and an expansion in the number of students, and especially students from underrepresented populations, moving on to graduate and professional school. As a result of its success in mentoring students, PRISM received the Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring in 2011, and accolades from NSF, AAAS (2018), NAS (2019), Excelencia in Education (2023), and CUNY (2015).

John Jay College is a Hispanic and a Minority-serving Institution and was recognized by Hispanic Outlook in Higher Education in 2006 as the leading Hispanic-Serving Institution (HSI) in the northeastern United States due to its success in graduating Hispanic students, and again in 2017 as 35th among the "Top 100 Colleges

for Hispanics.” It was recently ranked (2022) #1 and #3 in University HQ’s list of Top 100 Most Affordable Colleges with Forensic Science and Cybersecurity Majors and #1 on their list of Top 40 Criminal Justice Colleges in the nation, respectively. It offers STEM majors in forensic science, computer science & information security, cell & molecular biology, toxicology, and applied mathematics.

Other Duties

- - Program Coordinator - PRISM Undergraduate Research Program:
 - Recruits and selects students for the program;
 - Organizes and runs a multi-day research training workshop for new students, which covers responsible conduct in research, lab safety, and other non-technical research skills;
 - Attends lab meetings for diverse labs, serving as a resource to faculty mentors;
 - Organizes monthly meetings that bring in external partners to expose our students to external opportunities and post-graduate studies;
 - Develops and runs a year-long interdisciplinary journal club for our Undergraduate Research Program;
 - Develops and implements formal training for undergraduate researchers in STEM communication, data analysis, experimental design, etc.;
 - Reviews student research proposals, posters, abstracts, or presentations;
 - Maintains student records and collect and organize student data;
 - Assists the Associate Program Director in some grant administrative duties, including organizing a research symposium and fiscal grant management.
- Research:
 - Develops and conducts research projects that evaluate our existing co-curricular undergraduate research experiences and/or proposes and tests new approaches;
 - Conducts assessment on the effectiveness of existing or new student retention strategies;
 - Conducts assessment on other PRISM initiatives not related to undergraduate research;
 - Performs routine research activities, records observations, and interprets results using established protocols; assists with complex activities; assists in gathering, providing, and interpreting information for routine reports.
- Curriculum Development:
 - Develops and implements activities to teach STEM students at John Jay College about the process of science;
- Consults with other researchers and authorities in the field as appropriate
- Assists in planning meetings, conferences, web-based communication, etc.
- Maintains confidentiality as required by the project or as directed by supervisors
- Aids in designing measures, sampling techniques, and instruments to assess results; follows protocols for gathering qualitative and/or quantitative data, coding information, constructing databases using specified technology, analyzing data, ensuring data security, and archiving data as needed
- Keeps accurate and well-organized records
- Performs other duties as assigned

Qualifications

- A Ph.D. or equivalent in a STEM field of study, or specialty, from an accredited institution, and experience developing, coordinating, assessing, or managing co-curricular activities centered in undergraduate research and/or undergraduate student retention.

OR

- An Ed.D. or equivalent, with a specialization in STEM higher education, from an accredited institution, and experience developing, coordinating, assessing, or managing co-curricular activities centered in undergraduate research and/or undergraduate student retention.

OR

- A master's degree in an appropriate field of study, or specialty in STEM or higher education, from an accredited institution with at least (2) years of additional research experience pertinent to the scope and complexity of the project; AND intellectual strength and experience as evidenced in progressively responsible research experience, publications in the field, and/or other accomplishments AND experience developing, coordinating, assessing, or managing co-curricular activities centered in undergraduate research and/or undergraduate student retention.
- Possession of the core competencies determined to be required at the time of hire.
- 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 comprehend and act on assignments of varying complexity
- Ability to handle multiple assignments
- Ability to work on a team as well as independently
- Ability to use effectively all research equipment and devices standard to the field; ability to use and manage web-based technology, as needed
- Ability to operate in the computer/statistical environment of the research project
- Ability to exercise intellectual leadership in anticipating and resolving research issues
- Knowledge of protocols for safe conduct of research, including but not limited to the study of human subjects, and establishment of safety reporting procedures

Preferred Qualifications:

In addition to the competencies above, a post-graduate degree from an accredited institution, and no less than one (1) year experience in an educational setting/student services/student affairs, academic advisement; AND

- Experience working in a secondary or post-secondary setting.
- Spanish language skills.
- Experience working with students from diverse backgrounds.
- We are especially seeking candidates who have engaged in professional development activities to enhance their knowledge of diversity, equity, and inclusion and who have worked collaboratively to foster the success of underrepresented groups and a supportive and inclusive environment for all.

APPLICATION MATERIALS

- a current CV (including a publication/presentation list);

- at least one letter of recommendation that address the applicant's research strengths and accomplishments in their field and/or their work developing or managing co-curricular activities centered in undergraduate research or retention strategies (these can be sent directly by the recommender to the Assoc. Program Director);
- a cover letter that explains the applicant's interest and suitability for the position, which provides examples of how the applicant's experience prepared them to meet the core competencies; and
- a brief statement (~1 page) of the applicant's research interests as related to this position.

Update 4/8/2025: This position is funded through an NYSED Collegiate Science and Technology Entry Program Award, RFP – GC#25-002, which has been tentatively awarded to John Jay College of Criminal Justice for the 2025-2030 grant cycle that starts on 7/1/2025. As requested by NYSED "No work should be initiated until the contract receives the formal approval of the Attorney General and the State Comptroller," which might impact the start date of the position.