

Job Title	Senior Research Analyst
PVN ID	VA-1509-000751
Category	Research
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Research, Evaluation & Program Support
Status	Full Time
Annual Salary	\$68,000.00 - \$74,000.00
Hour(s) a Week	35
Closing Date	Nov 22, 2015 (Or Until Filled)

General Description

BACKGROUND:

The Office of Research, Evaluation and Program Support (REPS), situated within the Office of the Senior University Dean for Academic Affairs within the City University of New York (CUNY), is seeking a Senior Research Analyst to oversee and coordinate evaluation projects for a variety of educational and workforce development programs in the Office of the Senior University Dean for Academic Affairs and to assist in the development and implementation a strategic research agenda for REPS.

The City University of New York (CUNY) is the nation's leading urban public university serving more than 540,000 students in matriculated degree, certificate and continuing education programs at 24 colleges and institutions in New York City. The Office of the Senior University Dean for Academic Affairs oversees a wide range of programs and initiatives at the University, including adult literacy, service learning, early childhood professional development, workforce development and continuing education, as well as programs such as the CUNY Language Immersion Program (CLIP), Accelerated Study in Associates Program (ASAP) and CUNY Start. CUNY Collaborative Programs is a large division of these programs, which serves NYC public school students and out-of-school youth. Programs include the Early College Initiative, CUNY Preparatory Transitional High School program (CUNY Prep), the At Home in College program, and College Now, CUNY's largest collaborative program in more than 400 NYC high schools and 17 CUNY college campuses.

The Office of Research, Evaluation & Program Support partners with these programs and services by providing data and information essential to developing and improving programs and partnerships. The primary focus of the REPS is to examine these programs and the impact they have on students' academic skills and achievement, college readiness, workforce readiness and other key program outcomes. The REPS team provides statistical support and analysis, including empirical research and program evaluation, to a variety of audiences, including program administrators, campus officials, and a national audience of educators, researchers and policymakers.

GENERAL DESCRIPTION:

Under the supervision of the Director of REPS, the Senior Research Analyst will design and manage the evaluation of key programs within the Office of Academic Affairs (OAA). The Senior Research Analyst will utilize various methods of quantitative and qualitative analysis to carry out both formative and summative evaluation, with the ultimate goal of improving program and student outcomes. In addition, the Senior Research Analyst will play a key role in developing and implementing staff development and hiring protocols, as well as a comprehensive communications strategy for REPS. The position will supervise a small team of Research Analysts and Assistants within REPS.

Other Duties

- Directly conduct and oversee quantitative analyses of select programs and initiatives within the Office of Academic Affairs, drawing upon administrative data housed at CUNY, the NYC Department of Education, US Department of Labor, and other sources.
- Support programs in the collection, processing, and management of a variety of student- and school-level data; process incoming source data; restructure data files; evaluate data quality and perform data-cleaning operations as needed.
- Present findings and recommendations in briefings and reports for senior administrators and presentations to professional associations and other external organizations.
- Develop and maintain relationships with outside organizations conducting education research and evaluation.
- Provide guidance for protocols around data storage and documentation, data security, and systems for maintaining human subjects research records and documentation.
- Provide on-time, accurate data for CUNY constituents as needed.
- Manage a team of Research Analysts and Assistants.
- Other duties as assigned.

Qualifications

- Minimum Master's Degree or advanced graduate training in education or the social sciences.
- At least five years of full-time experience working in an applied quantitative research setting, including at least two years in a management role.
- Formal training in social science research methods and a strong understanding of basic statistical concepts.
- Demonstrated proficiency in the use of statistical software (SPSS syntax, STATA, and/or SAS) to analyze and manipulate large data sets with complex structures.
- Strong understanding of program evaluation methods for education demonstration projects, including an understanding of the need to be responsive to agency requests for data.
- Experience matching data sets and manipulating large amounts of data from multiple sources.
- Experience implementing evaluation models using propensity score matching, linear regression and logistical regression strongly preferred.

- Detail-oriented and ability to keep accurate, well-organized records.
- Experience evaluating performance and analyzing data/metrics.
- Ability to be flexible and to work carefully and quickly to meet the demands of programs.
- Excellent oral and written communication skills.
- Interest in issues of access to and success in postsecondary education.
- Experience evaluating programs in higher education preferred.
- Experience working with database tools such as SQL and/or Oracle Discoverer preferred.