

Job Title	Research Analyst II
PVN ID	VA-1802-002349
Category	Research
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Research, Evaluation, and Prog
Status	Full Time
Annual Salary	\$60,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Apr 09, 2018 (Or Until Filled)

General Description

BACKGROUND

The City University of New York (CUNY) is the nation's leading urban public university, serving more than 540,000 students in 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 (SUD) oversees a wide range of programs and initiatives across the University and in New York City, including adult literacy, service learning, early childhood professional development, workforce development, and continuing education programs. SUD also oversees a number of collaborative programs between the university and the New York City public schools, such as CUNY's Early College Initiative and College Now; additionally, the unit manages the CUNY Language Immersion Program, CUNY Start, and the Accelerated Study in Associates Program (ASAP).

The Office of Research, Evaluation, & Program Support (REPS) was established in 2012 to partner with SUD programs and external organizations to provide evaluation services and data management support (<http://www.cuny.edu/academics/evaluation/focus.html>). Evaluation and research projects at REPS explore areas such as academic skills and achievement; college access, readiness, and success; career readiness; developmental education practice and policy; and educational equity among students and populations in New York City.

Using rigorous qualitative and quantitative social science research methods to assess program performance, REPS partners with programs to provide the process and outcome evaluation findings needed to develop, improve, and ultimately reach key project goals. REPS also supports programs by providing the reporting tools and data management essential to assessing program operations and effectiveness. Staff regularly shares research and evaluation findings with a range of stakeholders including program administrators, campus officials, external program partners, and a national audience of educators, researchers, and policymakers. <http://www.cuny.edu/academics/evaluation/library.html>

GENERAL DESCRIPTION

Under the supervision of the Director of REPS, the Research Analyst II will help to develop and implement an evaluation agenda for select projects situated within the Office of Academic Affairs (OAA), including continuing education and workforce programs, collaborative programs, CLIP and adult literacy programs, and service learning programs. The Analyst will also provide critical support to program Directors and staff by collecting, coding, and organizing program data sets and developing evaluation reports. Additionally, with support from research and evaluation experts, the Analyst will conduct quantitative and qualitative analyses utilizing a variety of data sets and databases to evaluate the programs.

Other Duties

- Design and implement qualitative and quantitative evaluation plans.
- Lead project teams by defining the scope of work, organizing the workflow of team members (fellow Research Analysts).
- Manage projects and project teams effectively and efficiently to deliver high-quality, actionable data and evaluation to project partners on time.
- Liaise with program partners throughout projects to engage them in the project, keep them apprised of progress and issues that arise, and to discuss results.
- Communicate evaluation findings in written reports, briefs, and presentations for a variety of audiences.
- Work closely with REPS data management staff to maintain project-related data sources.
- Ensure data quality and completeness.
- Prepare datasets and conduct statistical analysis on equity-focused educational initiatives.
- Create and manipulate large, complex datasets from multiple sources.
- Document procedures and analyses.
- Coordinate administration, collection, and analysis of data as required for program review.
- Respond ad hoc requests in a timely and accurate manner.

Qualifications

Required:

- Minimum Master's Degree or advanced graduate training in education or the social sciences, with at least two years of full-time experience working in an applied research setting.
- Formal training in research and evaluation methods and a strong understanding of statistical concepts.
- Demonstrated proficiency in the use of statistical software (SPSS syntax, STATA, R, and/or SAS) to analyze and manipulate large data sets with complex structures.
- Experience translating research findings into deliverables for diverse types of audiences.
- Familiarity with matching data sets and manipulating large amounts of data from multiple sources.
- Demonstrated skill in managing evaluation and/or research projects.
- Experience using qualitative research methods.
- Detail-oriented and ability to keep accurate, well-organized records.
- 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.

Preferred:

- Experience implementing evaluation models using propensity score matching, linear regression or logistical regression.
- Experience working with database tools such as SQL and/or Oracle Discoverer.
- Experience evaluating programs in higher education.