
Job Title	Research Coordinator, Full Time
PVN ID	VA-1807-002589
Category	Research
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Institutional Research & Assessment
Status	Full Time
Annual Salary	\$65,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	Oct 11, 2018 (Or Until Filled)

General Description

Under the supervision of the Senior Policy Analyst, the Research Coordinator will support CUNY's involvement in the Institute of Education Sciences grant "A Leaky Pipeline: Community College Students and Pathways to the Bachelor's Degree", which seeks to identify malleable factors that have the potential to increase the number of community college students who transfer to a bachelor's program and subsequently complete a bachelor's degree. The Research Coordinator will support project management, organize and conduct focus groups, and perform data analysis.

Other Duties

Responsibilities may include but are not limited to:

Project management

- Create work plans and timelines, set/monitor milestones
- Communicate with project managers and stakeholders, plan meetings, deliver progress reports
- Establish and maintain relationships with liaisons at multiple CUNY campuses
- Assist with dissemination activities, such as creating PowerPoints and writing project briefs
- Ensure compliance with university policies
- Work with CUNY Central Offices (CIS, Legal, Research Compliance, etc.) as needed
- Identify and maintain strict project documentation and archiving

Data collection and analysis

- Recruit, schedule, and conduct focus groups
- Transcribe and analyze focus group data
- Summarize and analyze survey data, including open-ended responses
- Assist in quantitative data analysis of transfer students, including structuring dataset

Basic Qualifications:

- Baccalaureate degree and two years of experience related to qualitative analysis and research methods
- Project management experience
- Knowledge of basic statistics
- Ability to work independently or as part of a team, as needed
- Strong organizational skills, with the ability to prioritize tasks
- Strong written/verbal communication skills

Qualifications

Preferred Qualifications:

- Advanced study in the social sciences
- Experience scheduling and conducting focus groups
- Experience analyzing data using Stata, SPSS, or R
- Familiarity with current issues in American higher education