
Job Title	Research Associate
PVN ID	VA-1807-002637
Category	Research
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Accelerated Study in Associate Programs
Status	Full Time
Annual Salary	\$60,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Sep 25, 2018 (Or Until Filled)

General Description

Founded in 2007, Accelerated Study in Associate Programs (ASAP) is a comprehensive full-time degree pathway program for associate-degree seeking students. Found at nine CUNY college, ASAP is committed to graduating at least 50% of students within three years through provision of comprehensive support services and financial resources that remove barriers to full-time study, build student resiliency, and support timely degree completion. Key program components include full-time enrollment, block scheduled first-year courses, cohort course taking, financial support, intrusive and mandatory advisement, career services, and tutoring. Based on outstanding program success to date, ASAP will expand to 25,000 students within CUNY by academic year 2018-2019. Accelerate, Complete, and Engage (ACE) is a baccalaureate completion program based on the principles of ASAP designed to significantly increase timely graduation rates. ACE was launched as a pilot in fall 2015 at John Jay College of Criminal Justice. For more information, please visit:

www.cuny.edu/asap.

Position Overview:

The CUNY Office of Academic Affairs (OAA) is seeking an individual with strong quantitative data analysis skills and program evaluation experience to serve as a Research Associate for Accelerated Study in Associate Programs (ASAP), Accelerate, Complete, Engage (ACE), and related programs within the OAA. The Research Associate will assist with ongoing data collection, data management, and quantitative and qualitative analyses to determine the impact of services on key outcomes and to evaluate program implementation and effectiveness. The Research Associate reports to the Director for Research and Evaluation and works closely with ASAP/ACE staff members and other research offices within OAA. Information on ASAP research and evaluation can be found here: <http://www1.cuny.edu/sites/asap/evaluation/>.

Duties:

- Conducts analyses that apply qualitative and quantitative methods to assess programs, drawing upon primary and secondary data including program data, survey data, administrative data housed at CUNY,

and data from the NYC Department of Education, and the NYS Department of Labor;

- Manages and leads projects, including formulating research questions, designing data collection and analytic plans, developing study designs, constructing datasets, establishing and managing project timelines, performing analyses and producing project deliverables;
- Presents findings and recommendations in briefs, reports, and presentations for multiple audiences;
- Prepares data and reports for funders, program leadership, administrators, and other stakeholders;
- Coordinates with the database team to ensure systems are in place for data collection and data validation;
- Works closely on collaborative projects with other CUNY offices, including the Office of Research, Evaluation and Program Support (REPS), Office of Policy Research (OPR), Office of Institutional Research and Assessment (OIRA), and college Institutional Research offices;
- Extracts, cleans, recodes, and prepares datasets to share with internal and external research partners;
- Reviews and provides feedback on research and evaluation reports related to project areas;
- Conducts literature reviews that synthesize the state of research and interventions in relevant project areas.

Other Duties

- Respond to ad hoc requests in a timely and accurate manner;
- Perform other duties as assigned.

Qualifications

Minimum Qualifications:

- Bachelor's degree and at least four years of related experience OR an advanced degree and at least two years of related experience;
- Formal training in social science research methods and a strong understanding of basic statistical concepts;
- Demonstrated proficiency in the use of statistical software (Stata, R and/or SPSS) to analyze and manipulate large data sets with complex structures;
- Experience querying data from a relational database;
- Experience employing quasi-experimental methods in program evaluation (such as propensity score matching, regression discontinuity, etc.);
- Experience translating research findings into deliverables for diverse types of audiences;
- Familiarity with merging data sets and manipulating large amounts of data from multiple sources;
- Detail-oriented, with an ability to keep accurate, well-organized records;
- Ability to work carefully and quickly to meet the demands of a busy program with responsibility to multiple stake holders;
- Ability to prioritize tasks and manage time effectively;

- Excellent oral and written communication skills;
- Demonstrated interest in issues of access to and success in postsecondary education.

Preferred:

- Experience working with database tools and languages, such as SQL.
- Experience with data visualization tools, such as Tableau.
- Experience evaluating programs in higher education.

Please note that this is a one-year grant funded position with the potential to extend pending funding.

To apply: Please include cover letter and resume with your submission.

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.