

<b>Job Title</b>	Senior Research Analyst – Access and Success
<b>PVN ID</b>	VA-1809-002720
<b>Category</b>	Research
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of Research, Evaluation & Program
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$72,000.00 - \$78,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 28, 2019 (Or Until Filled)

## General Description

### **BACKGROUND**

The Office of Research, Evaluation, and Program Support (REPS) is a comprehensive program evaluation unit situated within the Office of the Senior University Dean for Academic Affairs (SUD) and the Office of Academic Affairs (OAA). Working in many dimensions of public higher education, REPS conducts empirical research, and implementation and impact studies to provide partners with the knowledge and resources necessary to develop, improve, and ultimately reach key program goals. REPS evaluators employ rigorous qualitative and quantitative research methods, and approach their work with a focus on leveraging data integration to drive program improvement and inform critical decision making.

REPS provides evaluation services to over 30 educational programs administered by CUNY's Central Office, including a suite of Access and Success initiatives such as CUNY Start, Math Start, and the CUNY Language Immersion Program (CLIP). These programs serve as pipelines to CUNY's Accelerate Study in Associate Programs (ASAP). ASAP is a nationally-recognized, successful community college completion initiative that doubles graduation rates among participants.

### **GENERAL DESCRIPTION**

The Senior Research Analyst, who will report to the REPS Director for Research and Strategy, will design and manage program evaluations, applying quantitative and qualitative methods to conduct formative and summative evaluations with the ultimate goal of improving program and student outcomes.

## Other Duties

- Assist in setting the research agenda for the Access and Success portfolio in collaboration with the REPS Director for Research and Strategy and key stakeholders
- Assume project management responsibilities over the daily evaluation and program support activities of

the Access and Success portfolio

- Lead evaluations and perform major project tasks including formulating research questions, writing evaluation plans and scopes of work, designing data collection and analytic plans, establishing and managing timelines, and leading project deliverables
- Contribute to office leadership, assisting with creative problem-solving, planning, exploring networking opportunities, and responding to RFPs as needed
- Engage in collaborative relationships with program partners to facilitate evaluation projects (including collecting, processing, and managing student- and school-level data), prepare and provide data to CUNY stakeholders upon request
- Manage all phases of research and evaluation projects; supervise research staff; and oversee deliverable dissemination.
- Manage a portfolio of evaluation projects that apply quantitative and qualitative research methods to assess CUNY access and success initiatives, drawing upon primary and secondary data
- Conduct rigorous analyses drawing from large, complex data systems including CUNY administrative data, the NYC Department of Education, and the NYS Department of Labor
- Present evaluation findings and recommendations in briefings, reports, and presentations to lay and academic stakeholder audiences, such as program staff, senior university administrators, professional associations, and other external organizations
- Supervise research staff
- Perform related duties as assigned

## Qualifications

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### *Required*

- Minimum master's degree in education, policy, sociology, economics, psychology, or related social science discipline and three years of full-time work experience
- At least four years of experience working in an applied quantitative research setting, including experience managing projects
- Strong training and skills in all phases of formative and summative program evaluation
- Strong training and skills in advanced quantitative research method, with expertise in at least one of the following areas: survey methods, propensity score matching, survival analysis, multi-level modeling, difference-in-differences, regression discontinuity, or others
- Proficiency with statistical software (STATA and/or R)
- Experience in matching datasets and manipulating large amounts of data from multiple sources
- Experience with qualitative research methods, including focus groups, interviews, document analysis, or others
- Excellent oral and written communication skills
- Ability to work flexibly, carefully, and quickly to meet competing demands
- Ability to take initiative, work independently as well as on teams, and promote a collaborative work environment
- Interest in issues of access and success in postsecondary education

### *Preferred*

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

**SALARY:** \$72,000 - \$78,000, commensurate with experience.

To apply: Applicants must submit a cover letter and résumé for consideration. Please include your first and last name on all attachments. Applications may only be submitted at <https://www.rfcuny.org/careers>.

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.