Job Title	Associate Research Director
PVN ID	VB-1611-001515
Category	Research
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State and Local Gover
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Mar 02, 2017 (Or Until Filled)

General Description

CUNY Institute for State and Local Governance (ISLG): Overview

ISLG is an institute within the City University of New York. The Institute's mission is to help achieve improvements in the financing, delivery, and measurement of critical public services by assisting current and future leaders in government, non-profit organizations, and the private sector, in the U.S. and internationally, by offering research, technical assistance, and education and training. The Institute's director, Michael Jacobson, previously served as New York City's Probation and Correction Commissioner and president of the Vera Institute of Justice.

ISLG is hiring an Associate Research Director to manage—under the direction of the Research Director—a portfolio of research work based in New York City. Much of the work will be in collaboration with and supported by the New York City Mayor's Office of Criminal Justice (MOCJ). Specifically, the Associate Research Director will provide analytical, measurement, and research support to the Mayor's Action Plan (MAP) for Neighborhood Safety, an initiative that targets crime prevention efforts across fifteen public housing developments with some of the highest levels of violent crime in the city; oversee an evaluation of Crisis Intervention Team training in the New York City Police Department; and co-manage a research and technical assistance consortium that will administer and oversee grants for related criminal justice projects in New York City; among other responsibilities. The Associate Research Director will also oversee ISLG's research-related activities on the Criminal Justice Investment Initiative (CJII), a $250 million investment by the District Attorney of New York County in impactful projects that will improve public safety, develop broad crime prevention efforts, and promote a fair and efficient justice system.

Position Description

The Associate Research Director will report to and work closely with the Research Director, and will be responsible for the following:

- Building and maintaining relationships with MOCJ, DANY, and other government and community partners
- Working with key partners to define research and evaluation needs and develop and structure projects that meet those needs
- Working with the Research Director and other ISLG staff to set up the Research and Technical Assistance Consortium—including identifying partners/members, establishing an administrative process, and designing selection criteria and parameters.
- Developing, contracting, and managing a portfolio of criminal justice research solicitations/projects
- Overseeing the design and execution of research and evaluation work conducted directly by ISLG under the New York City portfolios—including data collection, study design, analysis, and interpretation of findings
- Hiring and supervising research staff
- Developing and executing Data Use Agreements
- Responding to analytical requests as needed
- Writing reports and other materials
- Ensuring that work carried out or managed by ISLG takes into account and is coordinated with other related initiatives taking place in the city
- Presenting research work and findings in a digestible manner to a range of audiences, including practitioners and policymakers

The Associate Research Director will also be responsible for helping the Research Director build new research work for the Institute, through the development of new ideas, writing of grants and proposals, and other related work.

This is an incredibly exciting opportunity to participate in New York City's criminal justice reform efforts, help shape and manage a large, diverse portfolio of important work, and contribute to the development of ISLG at a critical stage of growth and expansion.

Other Duties

Qualifications

- PhD in sociology, psychology, public policy, criminal justice/criminology, public health, education, or other related fields
- At least 10 years of experience conducting and/or managing research, with at least seven years in an applied research setting
- Expertise in use of statistical software packages (SPSS and/or STATA)—including experience cleaning, coding, merging, and analyzing quantitative data files in such packages
- Exceptional interpersonal skills, and extensive experience building and maintain working relationships

with government and community partners

- Substantial experience supervising staff
- A strong ability to develop proposals
- Excellent oral and written communication skills, with the ability to present research findings to multiple audiences
- Ability to adapt to changing demands and requirements as projects develop
- A strong commitment to accuracy and attention to detail
- Excellent project management skills and experience working in deadline-driven environments
- Familiarity and/or a history of working in or with the New York City criminal justice system is strongly preferred

This is a full-time position with excellent benefits and is located in New York City. Qualified candidates for this position may also be considered for similar positions on new or other ongoing projects.

How to Apply

To apply, please go to www.rfcuny.org and click on About RF, then Careers. You will need to submit a cover letter describing your qualifications and interests and attach your curriculum vitae. Questions can be addressed to info@islg.cuny.edu.

Application review will commence on December 12, 2016 and continue until the position is filled.