Job Title	Senior Research Associate
PVN ID	VB-2001-003495
Category	Research
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State and Local Gover
Status	Full Time
Annual Salary	$75,000.00 - $110,000.00
Hour(s) a Week	35
Closing Date	May 14, 2020 (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.

Position Description

ISLG is hiring a Senior Research Associate to work on two research projects in the Institute's criminal justice portfolio. The first is the Safety and Justice Challenge (SJC), a national initiative funded by the John D. and Catherine T. MacArthur Foundation to reduce jail populations and racial and ethnic disparities through the planning and implementation of system-wide criminal justice reforms in 52 jurisdictions around the country. In this initiative the Senior Research Associate will be responsible for leading performance measurement and deeper analytic work in one or more sites, building and maintaining partnerships with local criminal justice stakeholders and SJC technical assistance providers, providing assistance to sites to help build their data and analytic capacity and contributing to the initiative's broader learning network. The second project is a research consortium affiliated with the SJC in which ISLG is responsible for developing, awarding, and managing criminal justice research projects to advance knowledge in the field about how to effectively and fairly reduce jail populations and disparities. Consortium projects will draw heavily on data collected across SJC sites, and the Senior Research Associate will be involved in all aspects of the management work—from scoping projects to leading review and selection processes, to negotiating work orders and overseeing the work of grantees to ensure that it is carried out in a rigorous manner. The Senior Research Associate will report to the Associate Research Director and will work closely with other project staff on project activities.

Responsibilities

The Senior Research Associate will be responsible for the following specific tasks:

- Developing criminal justice research projects, including design parameters
- Overseeing proposal selection and review processes
- Managing grantees as they carry out various types of research—including reviewing and approving study designs, findings, report drafts and other research products
- Helping practitioners use research and analysis findings to inform the development of policy and practice strategies
- Contributing to peer learning events, including webinars and workshops
- Overseeing administrative contracts
- Developing data requests and data collection protocols for criminal justice agencies, community-based service providers, and other relevant organizations providing data for Institute research projects
- Overseeing the cleaning, coding, merging, and preparing administrative data files for analysis

- Creating performance metrics from case-level data and using them to assess the progress and impacts of criminal justice reforms
- Designing and creating reports, dashboards and other types of data visualization for practitioners and policy audiences
- Building and managing relationships with government, community, and other partners; and working collaboratively with them on all aspects of the work

- Presenting research and policy work to a wide range of audiences
- Writing reports, memos, briefs and other materials
- Supervising associate and analyst staff on project work
- Traveling to meetings, conferences, and making site-visits, as needed

Other Duties

Qualifications

- Ph.D. in criminal justice/criminology, sociology, psychology, public administration, public health, social work or related fields (ABD and/or M.A. with extensive research and policy experience will also be considered)
- Substantial experience (5 years or more) conducting high-quality research in an applied research setting
- Experience managing research
- Expertise in performance measurement
- Experience in collecting and working with administrative data, particularly data from criminal justice agencies
- Excellent data management and analysis skills, including experience cleaning, coding, merging, and analyzing large and complex quantitative data files in SPSS, R, SAS, STATA, or other statistical software
- Strong background in criminal justice (pretrial system and/or community supervision in particular), including an ability to translate analytical and research findings into policy and practice recommendations
- Excellent oral and written communication skills, with the ability to convey complex research findings to broader audiences, and to develop clear, visually-compelling reports for government, non-profit, and private sector partners

- Exceptional interpersonal skills with the ability to create and maintain excellent working relationships with government and community partners
- A strong commitment to accuracy and attention to detail
- Ability to work on a team, as well as independently
- Experience supervising staff is preferred but not required
- A promising research record, including a record for successful proposal development and/or peer-reviewed publications, is a plus
- Experience with Tableau or other data visualization software is a plus

This is a full-time position with excellent benefits and is located in New York City. Salary range: $75,000–$110,000, depending on research skills and level of experience.

How to Apply

To apply, please visit RFCUNY.org. 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 immediately and continue until the position is filled.

The CUNY Institute for State and Local Governance and the Research Foundation of the City University of New York are an Affirmative Action/Equal Opportunity/Americans with Disabilities Act/Protected Veterans Status/ E-Verify Employer