

Job description**Senior Research Analyst**

Office of Research, Evaluation and Program Support

PVN: VA-1505-000536

BACKGROUND:

The Office of Research, Evaluation and Program Support (REPS), situated within the Office of the Senior University Dean for Academic Affairs within the City University of New York (CUNY), is seeking a Senior Research Analyst to oversee and coordinate a new grant-funded research initiative focusing on the high school to college transition for youth transitioning out of foster care. The Senior Research Analyst will also support several other related educational and workforce development projects across the Office of the Senior University Dean for Academic Affairs.

The Office of the Senior University Dean for Academic Affairs oversees a wide range of programs and initiatives at the University, including adult literacy, service learning, early childhood professional development, workforce development and continuing education, as well as programs such as the CUNY Language Immersion Program (CLIP), Accelerated Study in Associates Program (ASAP) and CUNY Start. The Office of Research, Evaluation & Program Support partners with these programs and services by providing data and information essential to developing and improving programs and partnerships. The primary focus of REPS is to examine these programs and the impact they have on students' academic skills and achievement, college readiness, workforce readiness and other key program outcomes. The REPS team provides statistical support and analysis, including empirical research and program evaluation, to a variety of audiences, including program administrators, campus officials, and a national audience of educators, researchers and policymakers.

As part of a large, four-year grant from the Conrad N. Hilton Foundation to support programs that serve transition aged youth (TAY) from foster care who wish to pursue a college degree at CUNY, REPS has been funded to work with CUNY colleges, foster care agencies, the NYC Administration for Children's Services (ACS), and community-based organizations (CBOs) from around the city to develop a strategic research agenda. REPS will coordinate the establishment and implementation of research projects, lead quantitative/qualitative data collection, and establish benchmarks and goals for TAY to succeed and graduate from CUNY.

GENERAL DESCRIPTION:

Under the supervision of the Director of REPS, the Senior Research Analyst will design and manage the Hilton Foundation-funded TAY research project. He or she will contribute to evaluation and data analysis for one or two other key programs within the Office of Academic Affairs (OAA). The Senior Research Analyst will utilize various methods of quantitative and qualitative analysis to carry out both formative and summative evaluation, with the ultimate goal of improving program and student outcomes. The position will supervise a small team of Research Analysts and Assistants within REPS.

DUTIES INCLUDE:

- Directly conduct and oversee quantitative analyses of the TAY initiative within the Office of Academic Affairs, drawing upon administrative data housed at CUNY, the NYC Department of Education, NYC Administration for Children's Services (ACS), and other sources.
- Support programs in the collection, processing, and management of a variety of student- and school-level data; process incoming source data; restructure data files; evaluate data quality and perform data-cleaning operations as needed.
- Present findings and recommendations in briefings and reports for senior administrators and presentations to professional associations and other external organizations.
- Develop and maintain relationships with outside organizations conducting education research and evaluation.
- Provide guidance for protocols around data storage and documentation, data security, and systems for maintaining human subjects research records and documentation.
- Provide on-time, accurate data for CUNY constituents as needed.
- Work collaboratively with the CUNY Start, ASAP and foster-care partners to support data collection and reporting needs and to provide guidance in the use of data for program development purposes;
- Other duties as assigned.

QUALIFICATIONS:

- Minimum Master's Degree or advanced graduate training in education or the social sciences.
- At least five years of full-time experience working in an applied quantitative research setting, including at least two years in a management role.
- Formal training in social science research methods and a strong understanding of basic statistical concepts.
- Demonstrated proficiency in the use of statistical software (SPSS syntax, Stata, R, and/or SAS) as well as qualitative research methods.
- Experience working with database tools such as SQL and/or Oracle Discoverer preferred.
- Experience working with multiple stakeholders to develop collaborative relationships.
- Strong understanding of program evaluation methods for education demonstration projects, including an understanding of the need to be responsive to agency requests for data.
- Detail-oriented and ability to keep accurate, well-organized records.
- Experience evaluating performance and analyzing data/metrics.
- Ability to be flexible and to work carefully and quickly to meet the demands of programs.
- Excellent oral and written communication skills.
- Interest in issues of access to and success in postsecondary education.
- Experience evaluating programs in higher education preferred.

Appointment: Full-time position fully-funded by a four-year research grant.

To Apply: Apply online at www.rfcuny.org; PVN ID: VA-1505-000536

Salary: \$65,000-73,000 commensurate with experience.