Job Vacancy Notice

Job Title: Associate Director of Institutional Research - Re-opened
Job ID: 13833
Location: John Jay College
Full/Part Time: Full-time
Regular/Temporary: Regular

POSITION DETAILS

John Jay College of Criminal Justice, a senior college of the City University of New York (CUNY), is an internationally recognized leader in educating for justice, committed to the advancement of justice and just societies. It is a public liberal arts college that enriches the entire learning experience by highlighting themes of justice across the arts, sciences, humanities, and social sciences. Located steps from Lincoln Center at the cultural heart of New York City, the College offers bachelors and masters degrees and participates in the doctoral programs of the Graduate School of the City University of New York. John Jay College is also recognized for serving a broadly diverse student population. Under the leadership of its fourth president, Jeremy Travis, John Jay College has experienced unprecedented faculty hiring, an expansion of its curricular offerings, and the opening in 2011 of a new 600,000 square foot building complete with a black-box theater, state-of-the-art lab space for students and faculty, a moot courtroom, and a variety of virtual learning settings. As evidenced by so many on-going developments, the College offers its many new faculty and staff the opportunity to shape the future of their institution.

Reporting to the Director of Institutional Research, the Associate Director’s chief responsibilities are managing institutional research programs and studies related to the college’s mission.

In addition to the general duties, responsibilities include the following:
- Defines and implements research studies, conducting data analyses and interpreting results. Meets with stakeholders to define research questions. May consult with faculty, other campus offices, and students in the design of databases for research projects.
- Develops databases for analysis by directly querying from large and small databases, by importing external files, or by administering surveys.
- Maintains and updates key performance reports that support academic departmental and programmatic reviews.
- Maintains and develops the Institutional Research website content and educates campus departments and offices on the uses of institutional research and data in general.
- Develops and maintains survey instruments and other data-gathering instruments administered by the office.
- Develops relevant, timely and accurate institutional information for administrators, the college community, the external community, and external agencies.
- Develops analyses relevant to anticipated institutional planning, policy, and decision-making needs.
- Participates in college-wide strategic planning, institutional effectiveness and outcomes assessment tasks.
- Supervises and guides staff.
- Manages a library of institutional planning and research documents.

QUALIFICATIONS

Bachelor's Degree and six years' relevant experience required.

Preferred Qualifications:
- Advanced degree
- Proficiency with quantitative and qualitative research methods
- Demonstrated competence with statistical analyses and database packages, SPSS or SAS
- Analytic thinking
- Demonstrated data management skills; working knowledge of data management and data conceptualization principles; and familiarity with relational databases
- Demonstrated organizational skills
- Proficiency in basic computer software, the Microsoft Office Suite
- Excellent writing and communication skills with attention to detail
CUNY TITLE OVERVIEW

Manages College institutional research programs and studies related to the College’s mission.

- Develops relevant, timely and accurate institutional information to administrators, the college community, the external community, and external agencies.

- Defines and implements research studies, designing and conducting data analyses and analyzing and interpreting results.

- Researches, develops and recommends policy analyses relevant to anticipated institutional planning, policy, and decision-making needs.

- Participates in college-wide strategic planning, institutional effectiveness and outcomes assessment tasks.

- Respond to data, table and report requests from college constituencies.

- Manage surveys, questionnaires and other data-gathering instruments administered by the Office.

- Manages a library of institutional planning and research documents.

- May consult with faculty and students in the design of databases for research projects

- Performs related duties as assigned.

Job Title Name: Institutional Research Manager

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

Compensation: Salary commensurate with experience

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select “Apply Now” and provide the requested information.

CLOSING DATE

Re-opened closes on Tuesday February 8, 2016

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.