Job Vacancy Notice

Job Title: Institutional Research Specialist
Job ID: 13324
Location: John Jay College
Regular/Temporary: Regular

GENERAL DUTIES

Oversees collection and assessment of data for Institutional Research purposes.

- Compiles, maintains, and analyzes institutional data in various formats
- Produces reports and metrics based on department's needs; responds to time-critical ad-hoc requests
- Loads, extracts, edits, and evaluates data for reporting and analytics
- Maintains selected databases and document libraries, updating and ensuring data quality and accuracy
- May participate in internal and external surveys as needed
- May consult with others in designing methodology for research projects
- Performs related duties as assigned.

CONTRACT TITLE

Higher Education Assistant

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

The Office of Institutional Research, part of the Division of Academic Affairs at John Jay College of Criminal Justice, operates to serve both the internal and external audiences of the College, supports institutional planning efforts and to informs policy formation and decision making. Specific activities undertaken by OIR include, but are not limited to, responding to questions on institutional and student performance; conducting surveys to understand and assess the attitudes of faculty, students, and staff members in-house and in collaboration with other stakeholders; filing compliance reports with various agencies and publications; and regularly disseminating information about the College.

The IR specialist serves as an assistant to the Director of Institutional Research and supports the overall operations of the office. Under supervision, this specialist will be responsible for managing compliance reporting and will support assessment efforts. These include the activities of:

- Extracting data and runs reports from large and small databases;
- Performing statistical analyses and reporting;
- Performing tasks related to data integrity;
- Collecting and compiling data for data entry and running computer reports; works with other offices as needed to complete such tasks;
- Assists in additional statistical or research activities required for reporting internally and externally;
- Operating computers, computer software, and other electronic equipment;
- Performs additional tasks as assigned.

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 theatre, 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.

MINIMUM QUALIFICATIONS

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

OTHER QUALIFICATIONS

A preferred candidate would have:
• Prior experience as a Research Assistant (1 to 2 years) or equivalent experience;
• Experience in data collection, analysis and report writing;
• Excellent project management skills, particularly administering surveys, from instrument review through analysis and reporting of results;
• Demonstrated expertise in institutional research practices;
• Excellent written and oral communication skills, including the ability to work effectively with administrative staff, students and faculty;
• Ability to work independently, attend to multiple projects simultaneously, and meet deadlines;
• Experience with research software applications, in particular SPSS and Microsoft Excel or Access;
• Education above the baccalaureate and demonstrable skills and/or years of relevant experience may be substituted for the eight years of experience;
• Experience with higher education data systems.

COMPENSATION

$42,873-$51,195

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

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

August 15, 2015

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

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.