

CITY UNIVERSITY OF NEW YORK – JOB VACANCY NOTICE

Job Title: Institutional Research Manager- Center for Puerto Rican Studies
(Centro de Estudios Puertorriqueños)
Job ID: 21461
Location: Hunter College
Full/Part Time: Full
Regular/Temporary: Regular

POSITION DETAILS

The Center for Puerto Rican Studies (Centro) is a research center dedicated to the study and interpretation of the Puerto Rican experience in the United States. Centro is the primary repository of archival and library materials dedicated to stateside Puerto Ricans. Centro is committed to facilitating research projects useful to those in community organizations, public policy, and academia.

Centro is seeking a researcher for its Data Center unit. The Institutional Research Manager will report to the Director and will design and manage research projects, collect and analyze quantitative and qualitative data, conduct policy analysis and retrieve and maintain a broad range of data sources from government, private and nonprofit organizations. The purpose of this research will be to increase understanding of the socio-economic conditions of the Puerto Rican community in the United States and Puerto Rico.

In addition to the CUNY Title Overview, include but are not limited to:

- Provide leadership and direction in the design, prioritization, and implementation of data collection for research activities, including collecting, analyzing, interpreting, and reporting information for use in decision-making, strategic planning, and reporting as appropriate within the institution and for external stakeholders.
- Oversee quantitative and qualitative analyses of aforementioned initiative drawing upon internal and public data sources, and external mainframes as necessary.
- Design and complete research using institutional and other sources of data.
- Lead Centro programs in the collection, processing, and management of a variety of data, including processing incoming source data, restructuring data files, evaluating data quality and performing data-cleaning operations as needed.
- Generate and analyze data to prepare complex reports. Present findings and recommendations to senior administrators of the university, local leaders, and the public.
- Build relationships and work collaboratively with other Centro units, public officials, and community organizations and to support data collection and reporting needs; provide guidance on the use of data for research and program development purposes.
- Produces reports and metrics based on department's needs; responds to time-critical ad-hoc requests. 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
- Participate in professional development activities to stay current on matters related to policy, data collection and analysis, and socio-economic conditions research.

QUALIFICATIONS

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

Other Qualifications

- Advanced degree in the social sciences, statistics, higher education, or administration is highly preferred.
- Documented experience in data collection, analysis, interpretation, and reporting.
- Knowledge of qualitative and quantitative research design and analysis.
- Experience in Puerto Rican Studies research desirable.
- Demonstrated proficiency in the use of statistical software (such as SPSS with syntax, Stata, R, SQL and/or SAS) and relational databases.
- Experience creating and analyzing data/metrics.
- Experience working with large and complex data sets.
- Experience working with multiple stakeholders to develop collaborative relationships.
- Interest in issues of equity in social processes and outcomes.

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

Salary commensurate with education and 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 Applications must be submitted on-line by accessing the City University of New York job website <http://cuny.edu/employment> Current users of CUNYFirst site should access their established accounts; new users should click on the appropriate link to register. Afterwards, click Search job listings button and then the Managerial/Professional button to locate the position. Then, click on the "Apply Now" button and follow the application instructions.

Please have your curriculum vitae/ resume and scholarly interest or cover letter with names and contact information of 3 references available to attach into the application before you begin. Please note that the required material must be uploaded as ONE document under CV/ Resume (do not upload individual files for a cover letter, references, etc.). The document must be in .doc, .docx, .pdf, .rtf, or text format- and name of file should not exceed ten (10) characters – also DO NOT USE SYMBOLS (such as accents (é, è, â, î or ô), ñ, ü, ï, -, _ or ç)). Candidates must also be prepared to have two letters of reference tendered promptly upon request.

CLOSING DATE

The search will remain open until the position is filled. The committee will begin reviewing complete applications on December 20, 2019. Applications submitted after the deadline will only be considered if the position remains open after initial round.

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.