NYC OFFICE OF THE MAYOR
Mayor's Office of Criminal Justice |MOCJ

Position Title: **Senior Research Associate**
Job ID Number: **25209**
Location: **New York, New York**

Organizational Profile:
The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor of the City of New York on criminal justice policy. MOCJ develops and implements strategies to reduce crime and incarceration and to promote fairness and legitimacy. MOCJ works with law enforcement, city agencies, non-profits, foundations and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety. The office draws on various disciplines, such as, behavioral economics to "nudge" conduct and machine learning to develop reliable predictive analytics, to ensure effective results.

Job Description:

The office is seeking a Senior Research Associate to provide research and operational support on a variety of data-driven projects. Responsibilities will include analyzing data from large datasets, conducting literature searches and writing literature reviews, and writing up research results for multiple audiences in partnership with other members of the research team. The Research Associate's responsibilities include, but are not limited to:

- Provide operational support and assistance in the design, and implementation of criminal justice data strategies;
- Design data-driven presentations and provide analytic support to develop new office initiatives; create decks to explain policy proposals and launch new programs;
- Write and edit a wide array of print and online communications, including technical reports and PowerPoint presentations;
- Participating in the design of data collection protocols and data management and analysis;
- Design and implement data dashboard for ongoing criminal justice system analysis and performance measurement.

Preferred Skills/Qualifications:

The successful candidate must have a broad range of skills, but above all, they must be curious, flexible thinkers who love learning new things and tackling challenges on a daily basis. In addition, the preferred candidate should possess the following:

- A Bachelor's degree in a social science discipline or relevant discipline required.
- Two or three years of experience with relevant research methodologies and a demonstrated interest in criminal justice.
- Proven ability in quantitative and qualitative research methods; experience with surveys on a large scale and recruiting research participants.
- Has experience with data management and analysis using statistical software (SAS, STATA, SPSS, other).

- Working knowledge of Microsoft Office and spreadsheets.
- Ability to balance competing priorities, complex situations and tight deadlines; ability to think outside of the box and develop novel strategies for analysis; ability to work independently in a fast-paced environment; ability work comfortably with a wide variety of people at different levels within the organization.
- Excellent written and verbal communication skills, with the ability to present data and research projects.
- Prior experience with administrative datasets and surveys preferred.

SALARY:

Commensurate with experience

TO APPLY:

Please send a copy of your resume, a cover letter, a writings sample no more than 3 pages, and three references to [Candidate Application](#).

The City of New York and the Office of the Mayor are Equal Opportunity Employers

New York City Residency Is Required within 90 Days of Appointment

For additional information, see: http://www.justice-data.nyc/ and http://www1.nyc.gov/site/criminaljustice/index.page