



CUNY Institute for State and Local Governance
10 East 34th Street, 5th Floor
New York, NY 10016

Job Announcement

Job Title:	Research Assistant
Job ID:	
Location:	New York City
Full/Part Time:	Part-Time
Regular/Temporary:	Temporary
Salary Range:	\$33 per hour

About us

The CUNY Institute for State and Local Governance has a mission to improve the financing, delivery, and measurement of critical public services through research, technical assistance, and education. We lead projects aimed at reforming the criminal justice system, measuring urban inequality, expanding the reach of social service providers, and more. Each project has a dedicated team of research and policy experts who collaborate closely with internal and external organizations.

Our goals for diversity and inclusion

We strive to foster an office environment and an approach to work that welcomes and respects different perspectives, backgrounds, and life experiences. We are working towards our goal of recruiting and retaining staff and board members who are diverse in terms of race, national origin, sexual orientation, gender identity or expression, age, religion, veteran status, socioeconomic status, disability, and justice system involvement.

Who we are looking for

The Institute is hiring a team of Research Assistants to provide support for a research project on police practices in New York City, which ISLG is conducting for the federal judge and court-appointed Monitor overseeing the remedial process of stop-and-frisk class action litigation. The project involves viewing and coding body-worn camera (BWC) footage of New York Police Department (NYPD) encounters with citizens. Research Assistants are expected to work starting in approximately September 2021 through approximately January of 2022.

Research Assistants will be responsible for viewing and coding BWC footage of encounters between NYPD officers and citizens. To code the BWC footage, Research Assistants will use an instrument – similar to a survey questionnaire – to systematically record information about each encounter. The project will have three distinct phases for Research Assistants. In September, Research Assistants will attend training sessions on coding police-citizen encounters, including practice coding of encounters (all paid). Starting in October, the Research Assistants will participate in a piloting period in which they view and code a small number of encounters. From November onwards, Research Assistants will view and code the full sample of police-citizen encounters. Some students will also be involved in matching police-citizen encounters with associated administrative data. **This work will likely be conducted in ISLG office space during typical office hours. However, it is possible that training and early work may be done remotely. Hours are part-time with flexible schedules.**

This is an exceptional opportunity to contribute to a unique and important project with clear policy implications for law enforcement in New York City and across the country. The project is situated within ISLG's larger portfolio of criminal justice work, which aims to improve efficiency and fairness in criminal justice policies and practices.

Qualifications:

- PhD candidate or qualified MA student at the CUNY Graduate Center, student at CUNY School of Law, qualified MA student at another CUNY school or similarly qualified student from another university.
- Minimum cumulative GPA of 3.0.
- Strong attention to detail.
- Ability to objectively view and code footage of officer-citizen encounters.
- Strong preference for students who are bilingual in English and Spanish.
- Preference for students with knowledge of criminal justice policies and procedures and/or grew up or reside in heavily policed neighborhoods.
- Experience coding qualitative data, or other knowledge and/or experience using qualitative social science methods is a plus.
- For students interested in matching encounters with associated administrative data, experience conducting data analysis in R, Stata or another programming language.
- Authorization to work in the United States.

Requirements:

- Ability to attend approximately 40 hours of training throughout September. This will include obtaining a Criminal Justice Information Services certification. All training will be paid.
- Ability to commit 14-18 hours per week from approximately October through January.
- Sign a non-disclosure agreement.

The position is part-time and temporary. It is located in New York City. Salary: \$33 an hour. For more information about ISLG, please visit www.islg.cuny.edu.

How to Apply

To apply, please submit a letter of interest (not more than two pages) describing your qualifications and interests, attach your curriculum vitae, unofficial academic transcript, and the names and contact information for three references to: engagement@gc.cuny.edu. Applicants should combine the letter of interest, cv, transcript and list of references into a single PDF or Word document and label it as :Last name, First Name, Program.

Application review will commence immediately and continue until the positions are filled. Interviews will be conducted virtually. Priority will be given to applications received by **August 2, 2021**. A Zoom information session will be held on **July 14th at 2 p.m.** To register for the information session, send an email entitled "Information Session" to oren.root@islg.cuny.edu by July 13th at 12:00 p.m.

Questions can be addressed to oren.root@islg.cuny.edu.

The CUNY Institute for State and Local Governance and the Research Foundation of the City University of New York are Affirmative Action/Equal Opportunity/Americans with Disabilities Act/Protected Veterans Status/ E-Verify Employers.