

**NEW YORK CITY DEPARTMENT OF PROBATION
JOB VACANCY NOTICE – JVN 781-17-010**

CIVIL SERVICE TITLE: College Aide	TITLE CODE NO.: 10209
OFFICE TITLE: Research Aide (Part-Time)	SALARY: \$9.75 – 14.15 per hour
DIVISION/WORK UNIT: Administration/ADMAP	WORK LOCATION: 33 Beaver Street
HOURS: (Part-Time) 19 hours per week	NUMBER OF POSITIONS: 1

JOB DESCRIPTION

The New York City Department of Probation (DOP) helps build stronger and safer communities by working with and supervising people on probation, fostering positive change in their decision-making and behavior, and expanding opportunities for them to move out of the criminal and juvenile justice systems through meaningful education, employment, health services, family engagement and civic participation. We are located in every borough across the City and provide three core services –pre-sentence investigations, intake and probation supervision. In summary, DOP ensures that people who enter our system are supervised according to their risk level and receive the support and services they need to abide by the law and be an asset to their communities.

The Research Aide under direction and supervision of the Research Scientist will assist with data collection, entry, cleaning, and coding for research projects necessary to monitor and evaluate various operational and policy initiatives launched by DOP. These initiatives collapse into a broad range of areas, including but not limited to risk-needs assessment, graduated responses, community engagement, and structured decision-making. While the work cuts across the agency’s core services in both Divisions of Juvenile and Adult Operations, the Research Aide will focus primarily on juvenile data collected and maintained by the Research Unit. Among the specific duties associated with this position are the following:

- Assisting in data collection, data entry and cleaning, and basic descriptive analyses in Microsoft Access or Excel (some knowledge with statistical programs such as Stata or SPSS is preferred)
- Assisting in managing research databases that will help the agency assess both client outcomes and its own performance in serving clients.
- Preparing basic reports and presentations on research findings, with close guidance from the Research Scientist of the Research Unit.
- Performing other related duties as assigned.

PREFERRED QUALIFICATION/SKILLS:

- Moderate to strong quantitative and qualitative research skills.
- Ability to maintain a calm, pleasant, and cheerful demeanor.
- Must present a professional appearance, be dependable, punctual and present a willingness to take initiative.
- Some background in criminal and especially juvenile justice policy (e.g., provide relevant course descriptions).
- An ability to work independently and think critically about research and policy issues.

QUALIFICATION REQUIREMENTS:

QUALIFICATION REQUIREMENTS:

1. Matriculation at an accredited college or graduate school.
2. Employment is conditioned upon continuance as a student in a college or graduate school.

SPECIAL NOTE:

Maximum tenure for incumbents in the title of College Aide is six (6) years. No student shall be employed more than half-time in any week in which classes in which the student is enrolled are in session. Students may be employed full-time during their vacation periods.

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

External Applicants: <https://a127-jobs.nyc.gov/>

Internal Applicants: Employee Self Service (ESS)

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: October 13, 2016

POST UNTIL: Filled

JVN #: 781-17-010

“THE CITY OF NEW YORK AND THE DEPARTMENT OF PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER”

“REASONABLE ACCOMMODATION AVAILABLE UPON REQUEST”