Title: Data Manager and Research Analyst
Date Prepared: September 9, 2015
Reports To: Faculty Director
Status: Full Time, Exempt
Salary: Commensurate with experience

**Position Description:** The Data Manager and Research Analyst coordinates many of the NYU Furman Center’s data analysis activities. In addition to undertaking complex quantitative analyses, s/he will also manage the quantitative aspects of research projects and supervise the work of junior staff. The Data Manager and Research Analyst will work closely with our dynamic interdisciplinary team of lawyers, economists, urban planners, and policy analysts to conduct research on critical and timely urban policy issues.

**Research and Analysis Duties**

- Assemble and analyze large, complex data sets in support of research projects related to housing, land use, and neighborhood conditions.
- Draft explanations of research findings and methods, and create data visualizations in collaboration with project teams.
- Advise colleagues on data sources.
- Seek novel data sources that will advance the Center’s research interests.

**Management Duties**

- Serve as project manager for quantitative research projects, and design and execute project work plans from project inception to completion of final deliverable. In particular, co-manage the State of New York City’s Housing and Neighborhoods, the Center’s flagship annual neighborhood indicators report, and the Subsidized Housing Information Project database, in addition to other projects.
- Oversee data collection and management activities (including subscription management, routine processing, documentation, storage, and validation) performed by junior staff. Maintain the Center’s adherence to data security protocols.
- Oversee the development and maintenance of the Center’s open data tools.
- Supervise two full-time analysts and several part-time graduate researchers, monitor their workloads, and arrange for their technical training. With direction from the Center’s senior leadership team, allocate project assignments.
- Review quality of quantitative analyses employed in the Center’s products and deliverables.
- Develop and maintain relationships with civic organizations, companies, and government agencies that have an interest in neighborhood indicators and civic technology.
Minimum Qualifications: An advanced degree in public policy/administration, urban planning, economics, applied statistics, data science, or a related field and at least one year of quantitative analysis experience. The candidate must demonstrate solid mathematical ability, analytic thinking, knowledge of social science research methods, effective oral and written communication, and the ability to successfully manage long-term projects to their completion. The candidate should have advanced knowledge of at least one statistical or mathematical software package (e.g., SAS, Stata, R, SciPy/NumPy); expertise in SAS is preferred. Facility with Microsoft Office is required.

Must have ability to multitask, respond to shifting priorities, and meet strict deadlines; comfort working both independently and collaboratively; and strong organizational skills and attention to detail. We are looking for a team player with a good sense of humor, a love of numbers, and a curiosity about the world.

Preferred Qualifications: Additional technical experience in relational databases (SQL), geospatial data management and analysis (Esri ArcGIS), and open data tools are a plus. The strongest candidates will have supervisory or training experience, and an avid interest in understanding cities, public policy, housing, and land use.

To Apply: Applicants should submit a cover letter, resume, three references, and a work sample (code and final product preferred). Application materials and questions should be sent to furmanjobs@nyu.edu. Please include “Data Manager Position” in the subject line. Review of applications will begin immediately. Only candidates of interest will be contacted.

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