

Job Description Data Analyst

Title:	Data Analyst
Date Prepared:	July 8, 2016
Reports To:	Data Analyst
Status:	Full time, exempt
Salary:	Commensurate with experience

Position Description: The NYU Furman Center is seeking a full-time Data Analyst. The Data Analyst will work closely with our dynamic interdisciplinary team of lawyers, economists, and urban planners to execute quantitative analyses that address important and timely urban policy issues.

The Data Analyst will coordinate data gathering and analysis processes using basic statistical methods and statistical analysis software. Working with multidisciplinary project teams and under the supervision of senior data staff, s/he will also analyze, visualize, and present data for Furman Center publications and online tools. The Data Analyst will contribute to the maintenance of the Furman Center's data repository. The Data Analyst will be exposed to a diverse range of urban and housing policy issues, and will develop a working expertise in a similarly wide range of indicators, data sources, and tools.

Responsibilities

- **Data management and programming.** Manage and develop the Furman Center's data repository by maintaining data subscriptions and updates; writing scripts, primarily in SAS, to process data and calculate indicators using basic statistical and analytic techniques; updating and maintaining technical documentation; and enforcing data integrity and security standards.
- **Report management and writing.** Prepare tables, graphs, maps, other visualizations, and methodologies for Furman Center reports. Assist with the management of report production, including timeline, deliverables, quality control, and staffing.
- **Data requests.** Fulfill ad hoc data, training, and technical assistance requests from a wide range of external audiences, including academics and organizations from the public, private, and nonprofit sectors.
- **General technical support and administration.** Support the technical needs of the Furman Center, including serving as liaison to the NYU School of Law IT Services, and performing basic hardware and software maintenance. Along with senior data staff, supervise and support research assistants in analysis tasks and their professional development.

Minimum Qualifications: A bachelor's degree in statistics, economics, public policy, urban planning, the social sciences, computer science, or a related field, plus strong quantitative data analysis skills. Candidate must demonstrate solid mathematical ability, analytic thinking, knowledge of social science

research methods, and effective oral and written communication of quantitative findings and methods. Experience writing programs or scripts in at least one statistical or mathematical package (e.g., SAS, Stata, R, MATLAB, SciPy/NumPy, Pandas) or computer programming language (e.g., Python, C++, Ruby) is required; expertise in SAS is preferred.

Must have excellent attention to detail; ability to multitask and respond to shifting priorities; comfort working both independently and collaboratively; and strong organizational, analytical, and project management skills. 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: Prior quantitative research experience—including internships, research assistantships, or faculty-supervised independent research, such as a thesis—is strongly preferred. The strongest candidates will demonstrate mastery of long-term project management, particularly for research projects with quantitative and qualitative components, and should have guided direct reports and peers in data analysis tasks. Additional technical experience in relational databases (SQL) and geospatial data management and analysis (Esri ArcGIS) is a plus. The ideal candidate should have an avid interest in understanding cities, public policy, and housing, and sharing what they learn with others.

Salary is commensurate with experience. The University also offers an outstanding array of benefits, which include medical, dental and vision. Further information regarding benefits can be found here: <https://www.nyu.edu/employees/benefit/full-time/Professional-Research-Staff-Code-103.html>. Note, this position is considered as a Research Scholar for NYU School of Law.

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

EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity