

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Research Assistant to the Chief Diversity Officer</b>
<b>Salary:</b>	<b>\$45,000 - \$65,000</b>
<b>Bureau/Division:</b>	<b>Executive/Office of Diversity Initiatives</b>
<b>Period:</b>	<b>February 16, 2016 - Until Filled</b>

### JOB DESCRIPTION

The Comptroller's Office of Diversity Initiatives is responsible for delivering innovative solutions to increase contract opportunities for Minority- and Women-Owned Business Enterprises (M/WBEs) across New York City's agencies and the private sector. The Office works with the Comptroller's Corporate Governance staff on supplier, workplace and board diversity initiatives; works with the Bureau of Asset Management on Diverse and Emerging Investment Manager strategies; and leads the Comptroller's M/WBE Advisory Council. This work is often conducted in collaboration with local, state and national government officials, M/WBEs, community stakeholders, city agencies and all bureaus within the Comptroller's Office.

Reporting to the Chief Diversity Officer, the Research Assistant's responsibilities include, but are not limited to:

- Prepare reports and briefings, collect and analyze data, and assist with research, analysis and coordination in legislative, policy and community relations work;
- Mine data banks for patterns and relationships utilizing analytics and statistical software and other appropriate programs; and collaborate with stakeholders for the development of new data resources, making data useful for policy evaluation and analysis;
- Self-directed research on policy matters using original source material and primary documents, including the City's key management, contracts and budget documents;
- Act as a point of contact for M/WBEs, government officials, community representatives and other bureaus within the Comptroller's Office;
- Organize and lead working groups; maintain a working network of outside sources including public interest advocates and government colleagues for the purpose of forming policy research ideas and conclusions and organize advocacy campaigns in support of our recommendations;
- Research, prioritize and follow up on incoming issues and concerns addressed to the Diversity Office, including those of a sensitive or confidential nature; determine appropriate course of action, referral or response in collaboration with Diversity Office staff;
- Assist in planning and scheduling meetings, conferences, conference calls and travel; Prepare, proofread and edit correspondence and presentations; responding to time sensitive inquiries and initiatives; and
- Conduct special projects and other related assignments as directed by the Chief Diversity Officer and Deputy Chief Diversity Officer.

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## MINIMUM QUALIFICATION REQUIREMENTS

1. Graduate degree from an accredited college or university and two (2) or more years of related full-time satisfactory experience in a policy/research organization, non-profit organization or in a business or governmental setting; **or**
  2. Bachelor's degree from an accredited college or university and three (3) or more years of experience as described above.
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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Strong quantitative data analysis skills and experience analyzing complex data sets;
- Demonstrated ability to work with a variety of software applications used for quantitative data analysis including expertise in Microsoft excel;
- Superior research skills and knowledge of New York City government and major public policy issues preferred;
- Current and timely command of the City, State, and Federal policy developments in assigned areas of responsibility;
- Exceptional time management skills, attention to detail, and the ability to prioritize assignments and meet deadlines; excellent oral and written communication skills including proficiency in Microsoft Office Suite;

**Note:** Cover letter should detail the possession of preferred skills.

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**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)

**Certain residency requirements may apply.** We appreciate every applicant's interest; however, only those under consideration will be contacted.

**Note:** Vacancy notices listed as "Until Filled" will be posted for at least five work days.

<b>POSTING DATE:</b> February 16, 2016	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/016/052
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**The NYC Comptroller's Office is an Equal Opportunity Employer**