

Academic Services Researcher

Jewish Vocational Service (JVS), a non-profit workforce development organization, is seeking a qualified Academic Services Researcher.

Position Summary: Under the direction of the Vice President of Academic Services, the Academic Services Researcher will conduct research to determine whether or not and how the JVS Bridges to College & Career (BtC&C) program can improve the retention and graduation from college rate of the General Studies Pathway. The researcher is responsible for all aspects of the project, including a literature review, outreach to former students, surveys and focus groups, an audit of current support services available at Bunker Hill Community College, data analysis, financial analysis, report writing and presentations.

This is an 80% FTE, 28 hours per week position.

Minimum Qualifications and Experience:

- Bachelor's Degree is required
- 2-5 years' experience in educational research preferred
- Knowledge of community college retention issues preferred
- Strong data analysis, written and oral communication skills required
- Strong Microsoft Office Suite skills required
- Ability to learn new data bases easily require
- Ability to deal tactfully and effectively with a diverse group of clients at all levels of the organization
- Knowledge of community resources and web-based resources preferred
- Interpersonal, communication and organizational skills
- Ability to work as part of a team as well as independently

Key Competencies:

- Coaching curriculum development
- Coaching services delivery
- Client progress tracking
- Program progress reporting
- Client skill attainment
- Promotes Agency
- Initiative
- Building Relationships, Collaboration and Teamwork
- Adapting to Change
- Accountability and Results Focused
- Communication Skills
- Cultural Competency and Respect
- Planning/Organizing

Working Conditions: Regular local travel, evening hours and some weekend availability required.

Please apply through our Careers at JVS page: [JVS Careers](#)

JVS Benefits: All employees who work 20 or more hours at JVS have access to our benefits. Learn more about our great benefits at our Careers page.

Thanks and regards,

-JVS Human Resources Team!