NYU Furman Center for Real Estate & Urban Policy
Job Description
Data Analyst

Title:	Data Analyst
Date Prepared:	April 17, 2014
Reports To:	Data Manager and Research Analyst
Status:	Full Time, Exempt
Salary:	

Position Description: The Data Analyst will assist in urban policy research by gathering, processing, and analyzing data from public and proprietary sources using basic statistical methods and statistical analysis software. Working with multidisciplinary project teams and under the supervision of the Data Manager and Research Analyst, he or she will also help analyze, visualize, and present data for publication in Furman Center work. 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 curation and programming (30%).** Under the supervision of the Data Manager and Research Analyst, manage and develop the Furman Center's repository of data.
  - Manage data subscriptions and regular updates from data providers.
  - Write scripts to process and clean data, and calculate and create new neighborhood indicators.
  - Identify and implement new technical tools to improve the organization, availability, and usability of the Furman Center's data repository, including the Neighborhood Info web application.
  - Update and maintain technical documentation about each data set.
  - Further develop, maintain, and enforce data storage, usage, and security standards.
  - Seek new data sources, forge new relationships with potential data providers and collaborators, and develop new processing methods to advance the center's understanding of emerging policy issues.
  - Serve as part of the team managing the Subsidized Housing Information Project database.
- **Report preparation (30%).** Prepare tables, graphs, maps, and other visualizations for inclusion in Furman Center data services products such as the *State of New York City's Housing and Neighborhoods* report, the *Quarterly Housing Update*, the online Data Search Tool, Gridlines data visualization series, and other publications.
- **Research and analysis (25%).** Support the data analysis needs of a diverse array of academic and policy analysis research projects.
- **Data requests (10%).** Fulfill ad hoc data requests from a range of audiences, including academics as well as organizations from the public, private, and nonprofit sectors.
- **General technical support and supervision (5%).** Support the technical needs of the Furman Center, including serving as liaison to the NYU School of Law IT Services help desk, and maintaining and ordering software licenses. Along with Data Manager and Research Analyst, supervise and support new quantitative research assistants in analysis tasks and their professional development.

Minimum Qualifications: A bachelor's degree in Mathematics, Statistics, Computer Science, Economics, Public Policy or a related field plus strong quantitative data analysis skills. Candidate must demonstrate solid mathematical ability, analytic thinking, and effective oral and written communication of quantitative findings. Experience writing programs or scripts in at least one statistical or mathematical package (e.g., SAS, Stata, R, MATLAB, Maple) or computer programming language (e.g., Python, C, Ruby, Perl) is required. Facility with Microsoft Office required.

Must have excellent attention to detail, ability to multi-task, and strong organizational, analytical and project management skills. We're looking for a team player with a good sense of humor, a love of numbers, and a curiosity about the world.

Preferred Qualifications: Prior research assistance experience or a research-related internship in the social sciences is preferred. Experience in relational databases (SQL), geospatial data management and analysis (including Esri ArcGIS or PostGIS), and/or dynamic web data visualization (D3.js) 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.

To apply: Applicants should submit a cover letter, resume, and 3 references, as well as a sample of work (code). Review of applications will begin immediately. Candidates of interest only will be contacted.

New York University is an Equal Opportunity/Affirmative Action Employer.

Application materials and questions should be sent to furmanjobs@nyu.edu. Please include "Data Analyst Position" in the subject line.