



**2017-2018 Academic Year  
Office of Research and Evaluation  
Placement ID: JSRD**

**Topic Area:** Justice Systems, with a specific focus on institutional and community corrections.

**Program Overview:** The mission of NIJ's Justice Systems Research Division (JSRD) is to promote effective, efficient, fair, and equitable treatment of offenders and victims through research, development, and evaluation. Our goal is to produce justice systems knowledge that works – knowledge that improves the function and purposes of justice systems – and that is available, accessible, and applicable to the field. We promote research in areas related to policing, courts, including pretrial, prosecution, indigent defense and sentencing, institutional and community corrections, drugs and crime, sentinel events and wrongful conviction by initiating research, evaluation and demonstration projects; developing and participating in collaborative research and dissemination efforts across organizations; and disseminating findings to policymakers and practitioners.

**Research assistant project task responsibilities will include but are not limited to:**

- Developing and maintaining a research compendium on institutional and community corrections.
- Compiling, reviewing, summarizing, revising, or making use of complex, technical, or specialized literature.
- Maintaining and updating literature review matrix/spreadsheets, databases on institutional and community corrections.
- Participating in data collection activities related to justice systems and institutional and community corrections.
- Extracting and compiling data from written sources, from individuals (questionnaires and interviews), or from existing databases.
- Assisting in research design strategies (e.g., developing and modifying research proposals, procedures, or tools/instruments).
- Processing and summarizing data using scientific or statistical techniques.
- Assisting in data interpretation and analyses to generate reports/papers.
- Assisting in developing research questions and designs for intramural studies.
- Assisting in preparing materials for review and approval by OJP's Institutional Review Board for intramural studies.
- Conceptualizing and drafting publications (such as government reports, peer-reviewed journal articles, NIJ publications, and trade magazine articles).
- Drafting and presenting presentations at conferences (where funding permits and the University approves).
- Recording, compiling, and reporting information related to the research program and activities with a focus on relevance for the policy or practitioner fields; preparing policy briefs; and assisting with responses to Congressional inquiries.
- Assisting with coordination of research activities and participating in intra- and inter-agency working groups.
- Regularly revising and updating NIJ web topical pages including institutional and community corrections.
- Assisting with outreach and research dissemination activities (e.g., meeting presentations, articles, webinars).



### Candidate Eligibility Criteria

- Demonstrated knowledge of the U.S. criminal justice system **required**.
- Demonstrated knowledge of intermediate to advanced research and evaluation methods and analysis **required**.
- Demonstrated experience in the social and behavioral sciences (SBS) related to justice systems, criminal justice, criminology or any relevant SBS discipline is **required**.
- Demonstrated knowledge of the following focus areas to include but not be limited to, institutional and community corrections, offender integration, and offender management, are **preferred**.

### General Required Qualifications

- **Education and/or Experience:** Doctoral students working toward a terminal degree (e.g., Ph.D., D.P.A., Dr.PH., D.H.Sc., D.Sc., D.S.W., Psy.D., Ed.D.).
- **Mathematical Skills:** Very good to advanced understanding of statistical principles and research methods (quantitative and qualitative).
- **Computer Skills:** Working knowledge of computers and standard software such as Adobe Professional, Excel, Internet Explorer, Outlook, Windows operating systems, Word, and PowerPoint required. Proficiency using R, SPSS, SAS, or Stata. Knowledge of Access, ATLAS.ti and other statistical or geospatial software a plus.
- **Reasoning Ability:** Ability to work independently, accurately, and in a timely manner.
- **Communication Skills:** Ability to communicate orally and in writing to prepare comprehensive research reports, proposals, and presentations and make recommendations to accomplish and enhance project objectives.
- **Certifications, Licenses, Registrations:** Human Subjects (HS) Protection training is required. NIJ research assistants must take annual HS training onsite at the Office of Justice Programs. RAs also must successfully complete CITI training.
- **Background Check:** Candidates must complete all required U.S. Department of Justice profile and pre-screening paperwork with all security reviews and background investigations (such as credit and criminal investigations) resulting in a favorable adjudication.
- **Citizenship:** Candidates must be U.S. citizens.

**Work Location:** Primary work location will be at [NIJ's offices in Washington, D.C.](#) Minimal local travel in the [National Capital Region](#) may be needed to attend meetings and visit offsite research facilities. For this assistantship, extensive travel is anticipated to conduct research site visits.