



- Position:** Faculty Specialist/Research Analyst
- Closing Date:** Open until filled
- Location:** Maryland State Commission on Criminal Sentencing Policy (MSCCSP)
University of Maryland, College Park, Department of Criminology & Criminal Justice
- Starting Salary:** Range of \$50,000 to \$62,500 (depending on education and experience)

Organizational Overview: The Maryland State Commission on Criminal Sentencing Policy (MSCCSP or Commission) was created in 1999 to oversee criminal sentencing policy and to monitor the state's voluntary sentencing guidelines. The MSCCSP is responsible for setting guidelines, as well as collecting, compiling, and maintaining the sentencing guidelines database. Data collected by the MSCCSP permit analysis of sentencing trends with respect to compliance with the guidelines, particular offenses, specific types of offenders, and geographic variations. The MSCCSP monitors circuit court sentencing practices and is authorized to adopt changes to the guidelines consistent with legislative intent when necessary.

The MSCCSP is a State agency within the Executive Branch of Maryland. The Commission's staff office was set up under the guidance of the Department of Criminology and Criminal Justice to allow the Commission to benefit from the shared research resources of the University of Maryland. The office is conveniently located next to the campus in College Park, and all MSCCSP staff members are University of Maryland employees. The position offers some opportunity for remote work.

Job Responsibilities:

- Assisting with collection of sentencing guidelines data.
- Compiling, maintaining, and distributing monthly and biannual jurisdiction-specific guidelines worksheet completion and submission reports.
- Working with criminal justice partners to verify data.
- Working with staff to create and maintain a sentencing data dashboard.
- Working with staff to develop and write an annual report on crimes of violence.
- Coordinating with the Maryland State Archives to maintain the MSCCSP data records and retentions schedule.
- Assisting staff with preparation of memorandums and reports for the MSCCSP and for State policy makers, practitioners, and stakeholders about the impact of proposed criminal justice policy changes.
- Reviewing data, reports, presentations, and other materials to ensure they adhere to the highest level of methodological rigor.
- Assisting staff with the daily operations of the MSCCSP.

Education: A bachelor's degree is required and an advanced degree in criminology, public policy, or another relevant field is preferred.

Qualifications:

- Experience with data spreadsheet (e.g., Excel) management is required.
- Experience with statistical software packages, such as STATA, SPSS, or SAS, is preferred.
- Experience conducting criminal justice research and policy analysis is preferred, with knowledge of at least one of the following areas: sentencing, community corrections, prisons, courts, or prosecution.



- Experience working with State policy makers, corrections officials, researchers, and other justice system stakeholders is preferred.
- Demonstrated time- and project-management skills, including an ability to meet multiple deadlines by maintaining a high level of organization.
- The candidate will need to be a quick learner, as the position requires comprehensive knowledge of Maryland's sentencing guidelines and sentencing policy in general.
- Candidate should be accurate, detail oriented, enthusiastic, and flexible.

Compensation/Benefits: The position offers a comprehensive benefits package including paid vacation; accrued sick leave; and health, dental, vision, and retirement benefits. The University benefits are explained at: <http://uhr.umd.edu/benefits>.

To Apply: Applicants should apply online at: <https://ejobs.umd.edu/postings/98049>. Interested candidates should submit a cover letter, résumé, and a one-page writing sample. Applicants should also provide contact information for three professional references. Applicants will be reviewed on a rolling basis. Candidates are encouraged to apply by September 30, 2022, for best consideration. Women and minorities are encouraged to apply. The University of Maryland is an Equal Opportunity/Affirmative Action Employer.