Title: Research Manager

Start Date: ASAP

Our Focus

Concentrated poverty remains an endemic feature of American cities. Residents of low-income communities suffer higher rates of crime victimization and greater exposure to environmental contaminants. Their children experience worse schooling outcomes and limited access to healthy food. Many struggle with irregular employment and unstable housing. The path to social mobility is foreclosed by limited opportunities to gain new skills, and limited availability of affordable financial products. While social enterprises work hard to address these challenges with innovative solutions, policymakers and practitioners struggle to make sustained progress due to a lack of evidence about what works.
We launched the University of Chicago Poverty Lab in 2015 to test innovative approaches to addressing the intersecting challenges faced by low-income residents of our cities. We bring the best science and "big data" analysis possible to bear on the problem of policy design, leveraging government administrative data to guide local policy and to generate high-quality evidence about what works. We believe that carrying out this work in very close collaboration with policymakers helps keep us focused on the most important real-world problems, and increases the chances that our findings translate into real-world impact.

Who We Are

The Poverty Lab is led by Marianne Bertrand, the Chris P. Dialynas Distinguished Service Professor of Economics at the University of Chicago Booth School of Business, Co-Director of Social Enterprise Initiative at Booth, and Director of the University of Chicago Poverty Lab. Her research, which covers labor economics, corporate finance, and development economics, has been published widely. She is a member of the board of directors for the Abdul Latif Jameel Poverty Action Lab at the Massachusetts Institute of Technology. Our full-time staff currently consists of an Executive Director, Scientific Director and seven full-time staff, including data analysts and program managers at our main office in downtown Chicago. Our constantly evolving portfolio of projects spans workforce development, housing and homelessness, postsecondary education, and income support policies.

The Role

The UChicago Poverty Lab is seeking a Research Manager to work on large-scale social policy experiments designed to test the effectiveness and cost-effectiveness of poverty interventions. This individual will work on a portfolio of projects focused on college access and success, with a focus on building a strong partnership with the City Colleges of Chicago and other community college districts. The position offers the opportunity to work directly with leading social policy researchers at the University of Chicago, as well as a team of administrative staff, other project managers, research analysts, and student research assistants. The Research Manager will also collaborate closely with the UChicago Urban Labs' partners in the public and nonprofit sectors.

Duties and Responsibilities:

- Contributes to study design and coordinates implementation options with program partners; manages subject selection and randomization process; travels to program sites to monitor and assess implementation
- Conducts and manages the data analysis process to ensure proper data collection to evaluate program progress and feasibility

- Oversees University of Chicago IRB procedures and maintains confidentiality of participant information; ensures compliance with institutional, state and federal regulatory policies, procedures, directives and mandates
- Builds and maintains strong relationships with research partners and all participating partners organizations, government agencies, nonprofits, and other community groups
- Works with PI and Grants Manager to develop budgets and coordinate all aspects of grant submission to federal and foundation funding agencies; manages progress reports, performance, or financial reporting as required by the granting agency; monitors anticipated and actual costs charged to project budgets, regularly communicates these to Grants Manager, to identify and prevent potential overruns
- Develops and disseminates necessary project materials to research team and partner agencies
- Generates tables and graphs for academic papers, reports and presentations; writes, proofreads and fact-checks academic papers, reports and presentations
- Prepares project memos, summaries, presentations, and manuscripts targeting both policymakers, academic researchers and other stakeholders
- Will supervise other research staff
- Other duties as assigned

Education

- Bachelor's degree economics, public policy, social science, or a closely related field required; advanced degree strongly preferred.

Experience

- A minimum two years related work experience required.
- Experience with quantitative data analysis to support the research design preferred.
- Previous experience working in a research organization or managing research projects preferred.
- Previous fieldwork experience preferred.

Competencies

- Knowledge of postsecondary institutions and policy preferred..
- Prior experience working with local organizations in the college access and success arenas preferred.
- Strong project management skills with exceptional attention to detail required.
- Ability to work independently in a fast-paced environment required.
- Outstanding interpersonal skills and ability to maintain positive relationships with various stakeholders required.
- Strong time management skills with a proven ability to multitask and to prioritize activities to successfully complete projects on tight deadlines with little supervision.
- Excellent written and verbal communication skills, with the ability to present data in a simple and straightforward way for non-technical audiences required.
- Demonstrated ability to exercise sound judgment required.
- Knowledge of urban policy, social policy, behavioral economics and research literature on income inequality preferred.

To Apply: Please submit a resume, cover letter, writing sample, and unofficial transcripts to the University of Chicago's Workday System. Search for requisition number **JR02930**. Please find instructions on how to access the application below.

- **If you have an active UChicago Workday employee account, you will need to complete the Internal Candidate application process. Internal Candidate instructions:** Log into Workday and select the career worklet.

- **External Candidates** should apply at https://uchicago.wd5.myworkdayjobs.com/en-US/External.

- **If you have questions about the Workday application system**, please contact: https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bcaf3244b02d.

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