

**Position:** Research Manager  
**Location:** New York, NY (291 Broadway 11<sup>th</sup> Floor, New York, NY 10007)  
**Reports to:** Executive Director  
**Start date:** ASAP

## Who We Are:

Located in New York City, **Crime Lab New York** designs, tests, and scales programs and policies to reduce crime and violence.

**Crime Lab New York** uses randomized controlled trials, insights from behavioral economics, and predictive analytics to generate evidence about strategies that do the most social good. With this body of evidence, CL-NYC partners with local civic and community leaders to make the most cost-effective and targeted investments.

Crime Lab is part of the University of Chicago's Urban Labs, a set of highly synergistic labs focused on undertaking inquiry and having impact on five essential dimensions of urban life: crime, education, health, poverty, and energy & environment. To learn more about **Crime Lab New York**, visit: <https://urbanlabs.uchicago.edu/labs/crime-new-york>. For more information on Urban Labs, visit: <https://urbanlabs.uchicago.edu/>.

## The Role:

**Crime Lab New York** is seeking a Research Manager to work on large-scale social policy experiments. The research projects rigorously evaluate ways to prevent crime, help make the criminal justice system more effective and fair, and improve outcomes for the most disadvantaged and at-risk populations. The position offers the opportunity to work directly with leading social policy researchers at New York City universities, as well as a team of administrative staff, other project managers, research analysts, and student research assistants.

## 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 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
- May supervise other research staff
- Other duties as assigned

**Education:**

- Bachelor's degree economics, public policy, sociology, or a closely related field required; advanced degree 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:**

- 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 and understanding of crime policy and violence research literature strongly preferred.

**To Apply:**

Submit a resume/CV, a cover letter briefly summarizing your research interests and interest in the position, writing sample, and unofficial transcripts to <https://jobopportunities.uchicago.edu> requisition number **102797**.