

Urban Labs Title: **Research Manager**

Who We Are:

By 2050, the global urban population will nearly double to 6.4 billion. This unprecedented growth in the global urban population creates incredible opportunities but also intensifies the most difficult problems cities face, such as concentrated poverty, crime, poor-quality schooling, and pollution. The University of Chicago founded Urban Labs to help address these challenges. Urban Labs is 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. Urban Labs partners with cities to identify and rigorously evaluate the policies and programs with the greatest potential to improve human lives at scale. Urban Labs' evidence-based approach gives policymakers and practitioners the knowledge they need to effectively achieve the greatest social good per dollar spent.

In sum, UChicago Urban Labs:

- Uses research and evidence to understand how cities can work better
- Tests the most promising, cost-effective policies and programs
- Works with civic partners to implement and evaluate solutions in real time
- Scales solutions to cities across the country and around the world

For more information about the UChicago Urban Labs, go to <http://urbanlabs.uchicago.edu/>.

The Role:

The Crime and Education Labs are seeking a Research Manager to work on large-scale social policy experiments designed to test the effectiveness of interventions to reduce violence and improve youth outcomes. This position offers the opportunity to work directly with leading social policy researchers, local policymakers, frontline practitioners, and a dedicated team of research analysts, data scientists, and administrative staff.

Responsibilities:

- Contribute to the design and implementation of several concurrent research studies, including coordinating with program partners, managing subject selection and randomization, and traveling to program sites to monitor program fidelity
- In coordination with the PI and research analysts, manage the data analysis and collection processes
- Adhere to University of Chicago IRB procedures for protecting the rights and welfare of human subjects, and ensure compliance with institutional, state, and federal regulatory policies, procedures, directives, and mandates
- Build and maintain strong relationships with research partners and all participating organizations, government agencies, nonprofits, and community groups
- Work with the PI and Director of Finance to develop budgets and coordinate all aspects of grant submission to public and private funding agencies; manage progress, performance, or financial reporting as required by the granting agency; monitor anticipated and actual costs charged to project budgets, regularly communicating these to the Director of Finance, to identify and prevent potential overruns
- Develop and disseminate necessary project materials to research team and partner agencies
- Generate tables and graphs for academic papers, reports, and presentations; write, proofread, and fact-check academic papers, reports, and presentations

- Prepare project memos, summaries, presentations, and manuscripts targeting both policymakers, academic researchers, and other stakeholders
- Other duties as assigned

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 criminal justice policy, violence, or education research literatures strongly preferred

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.

Required Documents

- Cover Letter
 - Resume
 - Writing Sample
 - **Note:** When applying, all required documents **MUST** be uploaded under the **Resume/CV** section of the application
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- **To Apply:** please submit a resume, cover letter, and writing sample to UChicago's Workday system, search for requisition **JR03286**. Please find instructions on how to access the application below.

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.

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>

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