

**Title:** Implementation Manager  
**Reports To:** Associate Director, Education Lab  
**Job Requisition:** JR21567

## Who We Are

In cities across the country, people face high rates of gun violence, under-resourced schools, and social harms associated with the criminal justice system -- all of which disproportionately impact people of color. These inequalities have profound consequences on public safety and opportunity. As a society we have failed to address these challenges, in part, because of our lack of understanding of the most effective and cost-effective solutions that can have a real impact on people's lives. We believe that rigorous research can help.

The University of Chicago Crime Lab and Education Lab partner with cities and communities to use data and rigorous research to design, test, and scale programs and policies that enhance public safety, improve educational outcomes, and advance justice. Our mission is to combine world-class data science and research, in partnership with government agencies, to substantially improve the effectiveness of the public sector and achieve impact at scale.

To learn more about the Crime Lab and Education Lab, visit <https://urbanlabs.uchicago.edu/labs/crime>.

## The Role

The University of Chicago Education Lab seeks an Implementation Manager to work on the evaluation of a large-scale tutoring intervention undertaken in partnership with the Chicago Public Schools. The Implementation Manager will be involved in a variety of project components including, but not limited to, recruiting and assisting local schools with program design, monitoring project implementation to ensure rigor and quality, serving as the primary liaison for all stakeholders, providing input on the research design from a practitioner perspective, and managing the relationships between the research team, social service providers, district offices, and community members.

## Duties and Responsibilities

- Builds and maintains strong relationships with research partners and all participating partner organizations, district offices, schools, and community groups
- Understands the educational and political landscape of Chicago and coordinates effective collaboration between all project partners
- Coordinates provision of services with partner schools and agencies, and serves as the point person for their communication with the research team
- Identifies and develops relationships with key players in the communities in which the intervention is being delivered
  - Engages community members in the research process and program delivery.
  - Manages expectations as it pertains to the provision of resources and delivery of services
- Travels to program sites to monitor and assess implementation
- Oversees project structure and ensures partner agencies are working within the parameters of the evaluation: holds participating vendors accountable to the guidelines of the study
- Assists in the management and communication of the randomization and participant

selection processes

- Monitor and support the agency partner's data collection process
- Provides updates and feedback on study progress to internal and external partners
- Communicates pertinent research information, project updates, and community feedback to policymakers, researchers, program providers, and other stakeholders
- Understands and is able to communicate basic research methods and procedures to key stakeholders

### **Education**

- Bachelor's degree in economics, public policy, social science, education, social work, or a closely related field required.

### **Experience**

- A minimum of two years of experience working in low-income communities experiencing high rates of violence
- A minimum of two years of experience working with or for organizations delivering social services to individuals living in disadvantaged communities
- Previous program management experience including demonstrated success navigating various stakeholder interests to produce a common goal
- Previous experience working or living in the Chicago communities in which the program will be implemented
- Previous experience working with a research study preferred.

### **Competencies**

- Outstanding interpersonal skills and the ability to develop and maintain positive relationships with various stakeholders required.
- Strong project management skills with exceptional attention to detail required.
- Ability to work independently in a fast-paced environment 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 complex ideas in a simple and straightforward way for non-technical audiences required.
- Demonstrated ability to exercise sound judgment required.
- Demonstrated ability to work both independently and as part of a team.
- Knowledge of urban policy, social policy, crime policy, and workforce development preferred.

### **To Apply:**

Employees must comply with the University's COVID-19 vaccination requirements. More information about the requirements can be found on the [University of Chicago Vaccination GoForward](#).

We seek a diverse pool of applicants who wish to join an academic community that places the highest value on rigorous inquiry and encourages a diversity of perspectives, experiences, groups of individuals, and ideas to inform and stimulate intellectual challenge, engagement, and exchange.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability.



Science in Service  
of Cities.

The University of Chicago is an Affirmative Action / Equal Opportunity / Disabled / Veterans Employer.

**Please submit a resume, cover letter, and reference contact information** to UChicago's Workday system. Within the Workday system, this listing can be found by the position title or by the requisition number, **JR21567**.

**If you have an active UChicago Workday account**, you will need to complete the Internal Candidate application process. Simply log in to Workday and select the career worklet to begin.

**External candidates** should apply at <https://uchicago.wd5.myworkdayjobs.com/External>.

**If you have questions about the Workday system**, please contact our Shared Services department at <https://services.uchicago.edu>

Job seekers in need of a reasonable accommodation to complete the application process may contact the Shared Services Office by calling 773-702-5800 or by emailing [sharedservices@uchicago.edu](mailto:sharedservices@uchicago.edu) with their request.