

Position: Associate Director, Project Management

Reports to: Director of Programs

Job Requisition: JR20974

Preferred Start Date: ASAP

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 Crime Lab and the Education Lab are seeking an Associate Director, Project Management to support the project management staff who ensure the rigor and effectiveness of our 80+ research projects and technical assistance endeavors. Working closely with the Director of Programs, this role will provide direct and indirect supervision to the project management team while working to provide the team with the resources and support needed to be successful. This role will work closely with Research Directors, members of the Leadership Team, and counterparts on the Analytics team; it is a great opportunity for research professionals who are looking to take on a larger leadership role and continue to develop their managerial goals.

Duties and Responsibilities

- Provides direct supervision to the Research Managers and Senior Research Managers; a team of 15+ direct reports.
- Oversees the Project Management team through direct and indirect supervision, regular project management meetings, trainings, and teambuilding events.

- In coordination with the Director of Programs, works to ensure that all project teams are efficiently and effectively staffed with Project Associates, Research Managers, and or Senior Research Managers.
- Working with the Senior Research Managers, creates, implements, and maintains the project management resources necessary to the success of the CLEL Project Management team. This includes, but is not limited to, onboarding materials and expectations; templates of common project management resources such as task tracking and timelines; check-in documents, the skill matrix and related materials.
- Works with the Associate Director, Operations, and relevant Portfolio Directors to provide meaningful professional development opportunities for the project management team that are in-line with the CLEL approach and goals for org-wide professional development.
- Leads the hiring processes for project associates, research managers, and senior research managers. Works closely with the Director of Programs to establish hiring goals and make final hiring decisions; collaborates with the Talent Manager on recruitment and processes.
- Leads the creation of a CLEL Project Management manual.
- Collaborates with the Associate Director of Analytics to find collaboration and cooperation where appropriate between teams.
- As needed, will support project managers on discrete tasks, deliverables, and responsibilities in an advisory capacity.
- Completes other duties as assigned.

Education

- Bachelor's degree in economics, public policy, social sciences, or another relevant field.
- Advanced degree strongly preferred.

Experience

- 5-7 years of experience
- Experience developing and managing project budgets.
- Experience writing and managing amendments to initial IRB protocols.
- Experience developing fundraising proposals for multiple funding sources, including private foundations and federal agencies.
- Experience with quantitative data analysis to support the research design.
- Previous experience working in a research organization or managing research projects.
- Previous fieldwork experience.

Competencies

- Ability to work independently and in a group setting.
- Experience managing a team and providing direct supervision.
- Ability to train others and provide professional development.
- Strong time management and project management skills with a success in roles requiring execution of multiple tasks while responding to multiple priorities with little supervision.
- Demonstrated ability to build and maintain relationships, and work effectively in a collaborative research environment
- Proven ability to work with efficiency, flexibility, and good humor.
- Track record delivering superior results and assuming leadership roles.
- Strong problem-solving skills and ability to proactively manage risks.
- Demonstrated judgment and discretion in the handling of sensitive information.

To Apply

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.

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, **JR20974**.

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 shareservices@uchicago.edu with their request.