



Science in Service
of Cities.

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Health Lab Title: Research Manager

Who We Are:

Persistent disparities in health outcomes across segments of the United States population and the soaring cost of health care have created an urgent need to improve the efficacy and efficiency of the nation's health care system. Our health care system remains compartmentalized and often fails vulnerable patients—particularly those with multiple chronic health problems—in addition to straining government resources. Health care reform has created exciting new opportunities in health care access and health care delivery, but policymakers and practitioners are still working to understand how it can sustainably and reliably improve health outcomes for underserved populations including the homeless, the elderly, and those in the criminal justice system.

The University of Chicago's Health Lab finds and tests promising programs and interventions in health by leveraging rigorous research methods such as randomized controlled trials, large datasets, and partnerships with government agencies and nonprofits. As a part of the Urban Labs, we focus on the social determinants of health to conduct applied research projects in health and at the intersections of health, homelessness and criminal justice. We also actively support the work of the Center for Health and the Social Sciences (CHeSS) at the University of Chicago, focusing on reducing healthcare costs and improving outcomes.

The Health Lab places a deep emphasis on partnership with city and state agencies. To date, we have active projects with the Illinois Department of Public Health, the Cook County Health and Hospital System, the Chicago Department of Public Health, the Cook County Sheriff's Office, the Chicago Fire Department, the Chicago Police Department, the Illinois Department of Human Services, and Chicago's Continuum of Care (All Chicago). Our goal is to rigorously answer questions that these agencies have about public health programs and policies in order to improve human life at scale. For examples of our work, please see: <http://urbanlabs.uchicago.edu/>

The Role:

The job participates in scientific research projects. Ensures compliance of research activities with institutional, state, and federal regulatory policies and procedures,

directives, and mandates. Analyzes possible solutions using standard procedures. Writes articles, reports, and manuscripts. Assists in drafting presentations on research findings.

Responsibilities:

- Manages day-to-day implementation of an experimental social policy research project, including primary data collection, while ensuring fidelity to research ethics and study design
- Oversees quality control of primary materials and data entry, including maintaining each study's data entry process
- Contributes to research design and coordinates implementation with program partners; travels to program sites to monitor and assess implementation
- Manages grant reporting, prepares human subjects permission protocols and amendments for IRB permission and obtains other research permits as needed
- Prepares results for memos, spreadsheets and presentations targeting practitioners, policymakers, and academic researchers
- Conducts field research and data entry as needed
- Develops and disseminates necessary project materials to research teams and partner agencies
- Writes, proofreads, and fact-checks academic papers, reports, and presentations
- Prepares results for memos, spreadsheets, and presentations targeting practitioners, policymakers and academic researchers
- Conducts field research and data entry as needed
- Develops and disseminates necessary project materials to research teams and partner agencies
- Writes, proofreads and fact-checks academic papers, reports and presentations
- Prepares project memos, summaries, presentations and manuscripts targeting both technical and non-technical audiences, including policymakers, academic researchers and other stakeholders
- Supports data collection and analytical needs of research projects. Conducts literature reviews and helps write reports and manuscripts. Ensures project compliance with different policies, procedures, directives and mandates
- Supervises other part-time or full-time Urban Labs research staff.
- Takes responsibility for the following non-laboratory duties: transcribing and

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coding data; developing data collection instruments; presenting research; and recruiting and scheduling research subjects. Acquires higher-level skills and knowledge in the process

- Takes responsibility for the following laboratory duties: recognizing abnormal results and varying conditions or procedures to correct problems; setting up and performing experiments. Analyze the meaning significance, causes and effects of the subject
- Performs other related work as needed

Education

- Minimum education requirements include a college or university degree in a related field
- Prefer master's degree in public health, economics, sociology, public policy or other relevant social/mathematical science field required

Experience:

- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.
- Prefer a minimum of one year of relevant research experience
- Prefer experience working with STATA, SAS, R, SQL or other programming languages
- Prefer experience working on field experiments
- Prefer familiarity with randomized controlled trials

Preferred Competencies:

- Strong interest in social policy
- Strong written and verbal communication skills

To Apply: please submit a resume, cover letter, unofficial transcript, and writing sample to the University of Chicago's Workday system. When applying, the documents must be uploaded via the My Experience page, in the section titled Resume/CV of the application. To view this posting [click here](#).

Posting Statement:

The University of Chicago is an [Affirmative Action/Equal Opportunity/Disabled/Veterans Employer](#) and does not discriminate on the basis of

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race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law. For additional information please see the [University's Notice of Nondiscrimination](#).

Staff Job seekers in need of a reasonable accommodation to complete the application process should call 773-702-5800 or submit a request via [Applicant Inquiry Form](#).

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 offers of employment are contingent upon a background check that includes a review of conviction history. A conviction does not automatically preclude University employment. Rather, the University considers conviction information on a case-by-case basis and assesses the nature of the offense, the circumstances surrounding it, the proximity in time of the conviction, and its relevance to the position.

The University of Chicago's Annual Security & Fire Safety Report (Report) provides information about University offices and programs that provide safety support, crime and fire statistics, emergency response and communications plans, and other policies and information. The Report can be accessed online at: <http://securityreport.uchicago.edu>. Paper copies of the Report are available, upon request, from the University of Chicago Police Department, 850 E. 61st Street, Chicago, IL 60637.