

**Position:** Research Manager

**Reports to:** Associate Director, Operations

**Job Requisition:** JR20299

### 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> and

<https://urbanlabs.uchicago.edu/labs/education>.

### The Role

The Crime Lab and Education Lab are seeking a Research Manager to work on large-scale social policy experiments designed to test the effectiveness and cost-effectiveness of youth violence preventions and interventions. The position offers the opportunity to work directly with leading social policy researchers at the University of Chicago and NYC-area universities, as well as a team of administrative staff, other project staff, 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
- Oversees University of Chicago 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 Principal Investigator and Finance Team 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 Finance Manager, to identify and prevent potential overruns
- Develops and disseminates necessary project materials to research team and partner agencies
- Prepares project memos, summaries, presentations, and manuscripts targeting both policymakers, academic researchers and other stakeholders
- Applies research principles and relevant subject matter knowledge relevant to administer a research project. With a moderate level of direction, manages lab and/or research-related duties and tasks. Helps develop, design and conduct research projects according to plan.
- 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
- Performs other related work as needed

### **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 experience with research preferred, but not required
- Previous experience in criminal justice, youth violence preventions, and/or educational outcomes strongly required.
- Bilingual in Spanish 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.
- Prior experience working in education and/or knowledge and understanding of education policy research strongly preferred, though not required.

## **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, **JR20299**.

**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.