

Position: Research Manager

Reports to: Associate Director, Operations

Job Requisition: JR18166

Who We Are

The University of Chicago Education Lab is an independent research organization that designs, tests, and scales programs and practices that advance student learning and opportunity. By generating cutting-edge evidence in a real-world setting, we create insights that can be applied both in the classroom and in the community.

Our team works in close partnership with school districts, using data to identify interventions that can have transformative impact in practice, not just in theory. We collaborate with schools beyond pilot projects by applying rigorous research methods to determine whether promising programs can work at large scale – district-, city-, or state-wide: a critical component to having a lasting impact on education outcomes.

Our work is increasingly urgent: Despite the progress we have made in public education, schools still fail to address the unique barriers many students face to learning and opportunity. As a result, one-fifth of America's high school students do not graduate, affecting their future health, earnings, and safety. In cities across the country, the barriers preventing students from learning and opportunity have a disproportionate impact on Black and low-income students.

School systems must rethink their approach. The Education Lab helps them do exactly that. We advance learning through new approaches that personalize student instruction, which is increasingly important in settings serving diverse student populations. We also work on addressing out-of-school barriers that impact student success, including the harms of trauma exposure, homelessness, and gun violence.

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

The Role

The Education Lab is seeking a Research Manager to work on large-scale social policy experiments designed to test the effectiveness and cost-effectiveness of personalized learning interventions like high dosage tutoring. The position offers the opportunity to work directly with leading social policy researchers at the University of Chicago, Northwestern University, and other top tier 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 education preferred, but not required

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, **JR18166**.

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 with their request.