Position: Research Manager

Who We Are:
By 2050, the global urban population will nearly double to 6.4 billion. This unprecedented growth in the global urban population creates incredible opportunities but also intensifies the most difficult problems cities face, such as concentrated poverty, crime, poor-quality schooling, and pollution. The University of Chicago founded Urban Labs to help address these challenges. Urban Labs is a set of highly synergistic labs focused on undertaking inquiry and having impact on five essential dimensions of urban life: crime, education, health, poverty and energy & environment. Urban Labs partners with cities to identify and rigorously evaluate the policies and programs with the greatest potential to improve human lives at scale. Urban Labs' evidence-based approach gives policymakers and practitioners the knowledge they need to effectively achieve the greatest social good per dollar spent.

In sum, UChicago Urban Labs:
- Uses research and evidence to understand how cities can work better
- Tests the most promising, cost-effective policies and programs
- Works with civic partners to implement and evaluate solutions in real time
- Scales solutions to cities across the country and around the world

For more information about the UChicago Urban Labs, go to http://urbanlabs.uchicago.edu/.

The Role:
The University of Chicago Crime Lab is seeking a Research Manager to work on large-scale social policy experiments designed to test the effectiveness of interventions to reduce violence and improve youth outcomes. This position offers the opportunity to work directly with leading social policy researchers, local policymakers, frontline practitioners, and a dedicated team of research analysts, data scientists, and administrative staff.

Responsibilities:
- Manage the design and implementation of several concurrent research studies, including coordinating with program partners, and internal research team and traveling to program sites to monitor program fidelity.
- Build and maintain strong relationships with research partners and all participating organizations, government agencies, non-profits, and community groups.
- Draft and present a wide range of materials to effectively communicate project goals, research progress, and findings to a variety of audiences, including policymakers, partner agency staff, academic researchers, and project team members. Materials include memos, presentations, concept papers, and academic manuscripts.
- Work with the PI and Director of Finance to develop budgets and coordinate all aspects of grant submission to public and private funding agencies; manage programs, performance, or financial reporting as required by the granting agency.
• Oversee University of Chicago IRB procedures for protecting the rights and welfare of human subjects, and ensure compliance with institutional, state, and federal regulatory policies, procedures, directives, and mandates.
• May supervise other Crime and Education Lab staff.

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 judgement required.
• Familiarity with foundational concepts in economics, statistics, sociology, political science, or other social sciences preferred.
• Knowledge and understanding of criminal justice, or education policy strongly preferred.

Education:
• Bachelor’s degree economics, public policy, sociology, or a closely related field required; advanced degree preferred

Experience:
• Previous experience working in a research organization, government entity, or related organization preferred.
• Previous fieldwork experience preferred

To Apply: Please submit a resume, cover letter, three professional reference, and writing sample to Workday, requisition number JR05141. Please note, when applying, all documents MUST be uploaded under the Resume/CV section of the application. Please be advised that this job announcement is formatted differently on the University of Chicago “Workday” Job Board.

If you have an active UChicago Workday employee account, you will need to complete the Internal Candidate application process. Internal Candidate instructions: Log into Workday and select the career worklet.

If you have questions about the Workday application system, please contact: https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bcaf3244b02d.

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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.