

Position: Research Manager (located in New York)
Location: New York City, NY
Status: Full-time

The Role:

Research Managers work on large-scale social policy experiments designed to test the effectiveness of interventions to reduce violence and improve outcomes for the most disadvantaged and at-risk populations in New York and New Jersey. Working in close coordination with the Executive Director and the Crime Lab New York research team, the Research Manager will be responsible for the daily management of a portfolio of projects. The position offers the opportunity to work directly with leading social policy researchers, as well as other project managers and research analysts.

Responsibilities:

- Help manage day-to-day progress on a portfolio of research projects, including coordinating with Crime Lab staff and maintaining regular communication with partners, facilitating meetings and problem-solving implementation obstacles
- Prepare a wide range of materials to effectively communicate project goals, research progress, and findings for audiences that include policymakers, partner agency staff, academic researchers, and project team members; materials include memos, presentations, concept papers, and academic manuscripts
- Build and maintain strong relationships with research partners and all participating organizations, government agencies, non-profits, and community groups
- Contribute to the study design and implementation of several concurrent research studies, including coordinating with program partners, managing subject selection and randomization, and traveling to program sites to monitor program fidelity
- Adhere to 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
- 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; monitor anticipated and actual costs charged to project budgets, regularly communicating these to the Director of Finance, to identify and prevent potential overruns
- In coordination with the PI and research analysts, manage the data analysis and collection processes
- Other duties as assigned

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 prioritize activities successfully required
- Ability to complete projects on tight deadlines with little supervision required
- 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
- Knowledge and understanding of criminal justice policy, domestic violence, or education research literatures strongly preferred

Education:

- Bachelor's degree in 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 fieldwork experience preferred

Who We Are:

Crime Lab and Education Lab New York (CLNY) is an independent, non-profit research center of the University of Chicago committed to using science to help cities improve the quality of urban life. We gather national experts who span disciplines to develop data-driven approaches and generate rigorous, objective, scientific evidence about what works in reducing crime and addressing critical problems facing society. CLNY partners with city agencies, civic organizations and others and use data to identify, develop and evaluate interventions that can be measured and replicated.

Our work employs innovations in natural experimentation, randomized controlled trials, behavioral economics, and predictive analytics. We use these tools to help policymakers identify and target interventions, make the best use of public resources, and benefit New York's most disadvantaged citizens. Examples of our past projects in New York City include using machine learning methods to build an algorithmic decision aid for judges, a randomized controlled trial to test the effects of streetlights on crime, and a randomized controlled trial of behavioral science interventions to improve defendant attendance at court appearances for low-level offenses.

CLNY regularly seeks out passionate, public service-minded individuals to join our team. CLNY employees are committed to creating a collaborative, fast-paced and high-energy office that is open and welcoming to individuals of all backgrounds and life experiences. We prioritize developing a workforce that is as diverse as the city in which we work.

CLNY is part of the University of Chicago's Urban Labs, 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. For more information about CLNY please visit: www.crimelabnewyork.org.

To Apply:

To apply, submit a resume/CV, a cover letter, writing samples, and unofficial transcripts to UChicago's Workday system, search for requisition **JR08086** (please note that the job description may appear different on Workday). NOTE: When applying, all required documents **MUST** be uploaded under the Resume/CV section of the application.

External Candidates should apply at <https://uchicago.wd5.myworkdayjobs.com/en-US/External>. If you have an active UChicago Workday employee account, you will need to complete the Internal Candidate application process (log into Workday and select the career worklet).

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.

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.