

Title: Research Manager
Start Date: ASAP

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:

- Identifies promising solutions to urban challenges
- Tests the most promising urban policies and programs
- Scales-up the most effective and cost-efficient policies and programs

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

The Role

The UChicago Urban Labs is seeking a Research Manager to work on large-scale social policy experiments designed to test the effectiveness and cost-effectiveness of poverty interventions. This individual will work on a portfolio of projects focused on workforce development, career / technical education, and youth employment programs and policies. The position offers the opportunity to work directly with leading social policy researchers at the University of Chicago, as well as a team of administrative staff, other project managers, research analysts, and student research assistants. The Research Manager will also collaborate closely with the UChicago Urban Labs' partners in the public and nonprofit sectors.

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
- Conducts and manages the data analysis process to ensure proper data collection to evaluate program progress and feasibility
- 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 PI and Grants Manager 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 Grants Manager, to identify and prevent potential overruns
- Develops and disseminates necessary project materials to research team and partner agencies
- Generates tables and graphs for academic papers, reports and presentations; writes, proofreads and fact-checks academic papers, reports and presentations
- Prepares project memos, summaries, presentations, and manuscripts targeting both policymakers, academic researchers and other stakeholders
- May supervise other research staff
- Other duties as assigned

Education

- Bachelor's degree economics, public policy, social science, 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.

Competencies

- Knowledge of workforce development, career / technical education, and youth employment programs and policies preferred.
- Prior experience working with local organizations in the workforce development and youth employment arenas preferred.
- 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.
- Knowledge of urban policy, social policy, behavioral economics and research literature on income inequality preferred.



Science in Service
of Cities.

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To Apply:

Submit resume, cover letter, writing sample, and unofficial transcripts to
<https://jobopportunities.uchicago.edu>, requisition **103170**.

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