

Position: Research Manager
Reports to: Executive Director
Location: New York, NY
Start date: ASAP

Who We Are

The University of Chicago Crime Lab seeks to improve our understanding of how to reduce crime and violence by helping government agencies and non-profit organizations rigorously evaluate promising policies and interventions to make them as informative as possible. Our goal is to assemble a portfolio of randomized controlled trials (RCTs) to generate new evidence about what works, for whom, and why, and to conduct benefit-cost analyses of different interventions to enable policymakers to prioritize resources for the combination of strategies that achieve the greatest social good per dollar spent. Crime Lab projects evaluate ways to help make the criminal justice system more effective and fair, and try to identify tools from social policy, education, and behavioral economics to prevent crime from happening in the first place and to improve outcomes for the most disadvantaged populations. In addition to carrying out RCTs and other research on crime and violence, the University of Crime Lab since its inception has also provided extensive pro bono technical assistance to government agencies in Chicago looking for rigorous data analysis and research support. The nature of our work as partners with city agencies requires adjusting to the pace of policymakers' work. This way of working is atypical for most research organizations, but gives us an unprecedented opportunity to partner with policymakers to help them maximize the positive impact of policies and programs that can improve lives. For more information about the University of Chicago Crime Lab, go to <http://urbanlabs.uchicago.edu/labs/crime>.

The launch of **Crime Lab New York** represents an opportunity to continue the work we have already begun with a small number of policymaker partners in New York City, in a new research center that will have its own NYC-based staff. CL-NYC will work closely with local policymakers to support the city's broad-based efforts to reduce crime and improve outcomes for the most disadvantaged, at-risk and vulnerable populations in the city. CL-NYC will provide extensive, on-going technical assistance, data analysis, research and strategic support to the city. CL-NYC's work will also include partnering with the city and many of its agencies to carry out randomized evaluations, supporting the city's efforts to use rigorous evidence to inform social policy decisions, and building the capacity of policymakers and non-profit partners to generate and use rigorous evidence to improve outcomes for city residents.

The Role

The University of Chicago Crime Lab New York is seeking a Research Manager to work on large-scale social policy experiments designed to test the effectiveness and cost-effectiveness of youth violence prevention and educational 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 managers, 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
- 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, 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.

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.
- Knowledge and understanding of crime policy and violence research literature strongly preferred.

To apply

Submit a resume/CV, a cover letter briefly summarizing your research interests and interest in the position, writing sample, and unofficial transcripts to <https://jobopportunities.uchicago.edu> requisition number **102797**.