

**Position:** Research Manager  
**Location:** New York, NY (291 Broadway 11<sup>th</sup> Floor, New York, NY 10007)

### **About Crime Lab New York:**

**Crime 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 experts from around the nation, spanning disciplines, to develop data-driven approaches and generate rigorous, objective, scientific evidence about what works in reducing crime and addressing critical problems facing society. Crime Lab 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.

Crime Lab New York regularly seeks out passionate, public service-minded individuals to join our team. Crime Lab 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.

For more information about the Crime Lab New York, please visit: [www.crimelabnewyork.org](http://www.crimelabnewyork.org).

### **The Role:**

**Crime Lab New York** is seeking a Research Manager to work on large-scale social policy projects that rigorously evaluate ways to prevent crime, help make the criminal justice system more effective and fair, and improve outcomes for the most disadvantaged and at-risk populations. Working in close coordination with the Executive Director and the Crime Lab 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.

### **Duties and Responsibilities:**

- In coordination with the Executive Director, works to build and maintain strong relationships with research partners and all participating partners organizations, government agencies, nonprofits, and other community groups
- Helps 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.
- Prepares 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.

- 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 IRB procedures and maintains confidentiality of participant information; ensures compliance with institutional, state and federal regulatory policies, procedures, directives and mandates
- Identifies fundraising opportunities for project sustainability
- 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
- May supervise other research staff
- Other duties as assigned

**Education:**

- Bachelor's degree in public policy, government, political science, economics, or sociology, or a closely related field required; advanced degree strongly preferred.

**Experience:**

- A minimum two years related work experience required.
- Previous experience in policy work and project management at a government agency or at a research organization strongly preferred
- Experience with quantitative data analysis to support the research design 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 explaining your interest in public policy, research projects and the position, as well as a writing samples, and unofficial transcripts to UChicago's Workday system, search for requisition **JR01962**. Please find instructions on how to access the application below. **NOTE:** When applying, all required documents **MUST** be uploaded under the Resume/CV section of the application

- 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](https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bcaf3244b02d).
- 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.
- **External Candidates** should apply to the specific Lab at <https://uchicago.wd5.myworkdayjobs.com/en-US/External>

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