Position Description

Research Project Manager
Quattrone Center for the Fair Administration of Justice
University of Pennsylvania Law School
https://www.law.upenn.edu/institutes/quattronecenter/

The Quattrone Center for the Fair Administration of Justice at the University of Pennsylvania Law School is a national research and policy hub created to catalyze long term structural improvements to the U.S. criminal justice system. The Center takes an interdisciplinary, data-driven, scientific approach to identifying and analyzing the most crucial problems in the justice system, proposing solutions that prevent error and improve fairness to benefit society. Its research and programs are independent and unbiased, engaging all parties — academia, judiciary, law enforcement, defense and prosecution, legislative, forensic and social scientists, media and other participants – required to effect substantial change for the better.

Housed at the University of Pennsylvania Law School, the Center draws on Penn’s unrivaled interdisciplinary strengths, involving in its work scholars from related disciplines across the Penn campus, including Business, Communications, Criminology, Engineering, Medicine and Public Health, and Social Sciences. By integrating world-class scholarship from across the University with the perspectives of nationally prominent practitioners, the Center analyzes and makes recommendations that will shape public deliberations and improve the fairness of our legal system.

Position Overview

The Research Project Manager is responsible for participating in, and sometimes managing, research projects and collaborations in partnership with the Directors or Affiliated Faculty of the Quattrone Center for the Fair Administration of Justice. This will include participating in the
overall conceptualization, planning and execution of a coordinated program of scholarly and scientific research for the Quattrone Center.

The Research Project Manager, who will report to the Executive Director of the Quattrone Center, will be responsible for supporting research collaborations (both within the Center and between the Center and criminal justice professionals) that generate first-class research furthering the Center’s mission of preventing errors in the administration of justice. He/she may also pursue independent research projects within the Center’s mission.

The Research Project Manager will work closely with the Center’s post-doctorate Fellows, the faculty and staff of the Law School, and the Center’s Advisory Board, as well as criminal justice professionals, advocacy groups, and students, promoting their active involvement and orchestrating the use of their time and talent to advance the Center’s portfolio and public profile.

Essential Duties (100%):

- Supervise professional staff, students, and researchers from the law school and other schools and/or scientific disciplines who design, conduct, and report on research in areas of interest to the Quattrone Center, including (but not limited to): errors in the administration of criminal justice, aggregation of criminal justice data, evaluation of biases in the administration of justice, understanding of incentives and disincentives for criminal justice practitioners, policy recommendations to enhance the fair administration of justice, etc. (20%);

- Participate in and, over time, lead and coordinate Just Culture Event Reviews, investigations into the root causes of wrongful arrests, incarcerations, and/or convictions, in collaboration with jurisdictions across the United States (50%);

- Work with Center directors and associated faculty to engage, cultivate, and steward partnerships with criminal justice policy and practitioner organizations and world-class researchers across multiple academic, professional and scientific disciplines to enable innovative and unbiased research on topics of priority for the Center (20%);

- Participate in the production and dissemination of original research on topics such as those listed above (5%);

- Advocate for best practices supported by the Center’s research (3%)

- Participate in grant-writing and other internal and external fundraising initiatives for the Center (2%);

- Additional activities to support the Center’s research as appropriate.

Critical Qualifications/Skills:

- BA/BS degree required, advanced degree (JD, Ph.D., MA) preferred;
• A minimum of three years of successful and relevant professional experience (e.g., legal practice and/or criminal justice reform), including a demonstrated interest in the administration of justice or criminal justice public policy;

• Familiarity with and appreciation of the role and mission of the Quattrone Center for the Fair Administration of Justice and the Law School and its relationship to the University, as well as understanding of the criminal justice system; strong ability to articulate that role and interact comfortably with the broad range of individuals and constituency groups crucial to the advancement of the Law School and the Center;

• Solid strategic and administrative skills and the ability to establish objectives, set performance standards, and organize and motivate staff, faculty, and volunteers to achieve research goals in timely and cost-effective fashion;

• Demonstrated ability to partner with government agencies and/or public organizations to conduct research or to implement change;

• Demonstrated capacity for data-driven research;

• Strong written and oral communication skills;

• Ability to function independently, yet relate comfortably to a centralized framework for research and development, participating in and contributing to a total team effort;

Compensation:
• Competitive salary and benefits package.

Travel:
• Occasional travel.

To apply:

Please visit https://jobs.hr.upenn.edu/postings/28700

You will be applying for Reference No. 56-25917

The University of Pennsylvania and its Law School are equal opportunity employers.

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