



## JOB DESCRIPTION

**TITLE:** Lab Manager: Center for Policing Equity at John Jay College of Criminal Justice

**GENERAL SUMMARY:** At the Center for Policing Equity (CPE), we work to inspire social change by merging data, science, and collaboration; we are researchers, thought leaders, and law enforcement professionals who believe the key to achieving equitable democracy lies in leveraging science for the public good. We are proud to be #JusticeNerds, and we are looking for a Lab Manager who shares our passion to join our team.

The role of Lab Manager is critical to New York office and to the broader work of CPE.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Operationalize, execute, and oversee research activities and lab management
2. Manage research database, lab, and office supplies
3. Recruit, train, and supervise research assistants, and maintain standards of conduct among lab members. This includes project design and administration of experimental procedures with human subjects
4. Provide research support to the Principal Investigator and other research associates
5. Assist in bookkeeping and preparing accounting reports
6. Manage program funds and reimbursements
7. Facilitate communication between researchers, research assistants, and staff
8. Develop and coordinate a weekly speaker series, including logistics, advertising, and financial management
9. Balance project support while maintaining internal administrative workflow and task organization
10. Establish and maintain responsive relationships with faculty partners, university management, research contacts in the HRPP office (IRB), and financial administrative associates

## KNOWLEDGE, SKILLS, AND EXPERIENCE:

1. Bachelor's degree in Psychology, Sociology, Education, Public Policy, Political Science, Ethnic Studies, and/or Gender and Women's Studies
2. Three to five years strategic or operational experience in areas of social justice, advocacy and critical thinking
3. Prior leadership or management experience in project or research plan development and execution
4. Familiarity with qualitative and quantitative research methods including experimentation, interviewing, and conducting analyses
5. Research experience and interest in areas of policing, crime, race, gender, structural inequality, political science, sociology, criminology, or psychology
6. Preferred one-year or more experience in conducting computer, web-based, and/or interpersonal experiments
7. Excellent interpersonal, managerial, and communication skills
8. Ability to handle multiple projects, exceptional organizational/time management skills, self-motivation, and attention to detail
9. Ability to demonstrate collaborative and intercultural communication and capacity for engaging with diverse audiences including research associates, students, and law enforcement
10. Technological proficiency and capacity to learn new software and technological processes
11. Capacity to balance multiple projects and adapt to a dynamic work environment, while independently maintaining administrative workflow



12. Proven success in the above responsibilities as demonstrated in past work experience

## CORE COMPETENCIES:

1. Respect and Inclusiveness: Engages in constructive and collaborative relationships characterized by a high level of acceptance, cooperation, and respect.
2. Accountability and Dependability: Accepts personal responsibility for job deliverables.
3. Professionalism and Integrity: Demonstrates consistency, honesty, and professionalism in a dynamic work environment. Earns trust, respect, and confidence of coworkers and other department associates. Is confident, flexible, and open to feedback.
4. Well Organized and Goal-Oriented: Engages in intentional, highly-organized, thoughtful approaches to task management. Demonstrates capacity to prioritize responsibilities.
5. Analytical and Creative: Capable of identifying areas of need and developing creative solutions to problems.
6. Passion for Social Justice: Demonstrates the values of social justice and capacity to carry the soul of CPE's values. Recognizes the connection between daily tasks and greater goals of the organization.

## TO APPLY:

Position begins as soon as possible. We will begin reviewing applications immediately and continue until the position is filled. To apply, please send a resume, the names and contact information of two references, and a brief cover letter summarizing the reasons for your interest in this position via email to [hiring@policingequity.org](mailto: hiring@policingequity.org)