

Position Description

Evaluation Manager – Conviction Integrity Projects, Quattrone Center for the Fair Administration of Justice

The University of Pennsylvania Carey Law School is one of the nation's oldest and most distinguished law schools. The school offers a distinctive cross-disciplinary legal education, drawing on the depth and breadth of the University of Pennsylvania. The resulting intellectual opportunities and professional relationships bridge traditional boundaries and disciplines, making Penn Law an extraordinarily supportive academic community for its scholars and students alike.

The Quattrone Center for the Fair Administration of Justice, housed at Penn Carey Law School, 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.

The Evaluation Manager for the Conviction Integrity Projects will report to and work with the Project Manager to provide direct training and assistance to grantees under the BJA Upholding the Rule of Law and Wrongful Convictions Review programs. Grantees include innocence organizations and prosecutor's offices engaged in post-conviction investigation and litigation of actual innocence claims. In addition, the Evaluation Manager will head and conduct an evaluation of organizations to gauge elements that promote successful partnerships between prosecutor offices and innocence organizations to investigate actual innocence claims.

Specific responsibilities include:

Outreach and Training

- Assist Project Manager in working directly with prosecutor offices seeking to improve the functioning of existing conviction review units
- Fielding calls and inquiries from prosecutor offices interested in setting up post-conviction review units
- Coordinating regional and national meetings of grantees
- Working with subject matter experts to address needs of grantees and subgrantees

Collaboration Evaluation

- Develop and carry out an evaluation of selected Recipients to examine organizational and structural differences, cultural or hierarchical or other barriers to successful partnerships, or organizational elements that support a successful partnership
- Develop survey and evaluation to deliver to BJA and for public to provide insight on what leads to successful collaborations and what elements can impede a relationship from achieving its goal

Evaluation

- Collect policies and templates from conviction review units nationwide
- Continue maintenance of online central repository of materials (e.g., briefs, motions, expert information) for lawyers who screen, investigate, and handle potential cases of wrongful convictions
- Code policies and templates for adherence to identified best practices and offer assistance to units
- Complete evaluation of policies for final report to BJA on effective units and best practices

Other Duties as Assigned

Qualifications:

A Bachelor's Degree and 5 – 7 years of experience or equivalent combination of education and experience is required.

Advanced degree (JD, Ph.D., MA) in a qualitative data field (e.g., Sociology) preferred;

* A minimum of five years of successful and relevant professional experience criminal justice with a preference for work in the Conviction Review process. The successful candidate will have experience as a prosecutor or as a defense lawyer with significant experience in conviction integrity review and post-conviction practice or will have significant experience with a post-conviction advocacy organization,

* 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;

Affirmative Action Statement

Penn adheres to a policy that prohibits discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class. The University of Pennsylvania and its Law School are [equal opportunity employers](http://www.upenn.edu/affirm-action/eoaa.html) (<http://www.upenn.edu/affirm-action/eoaa.html>).

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