

Position: Data Acquisitions Associate
Desired Start Date: May 2017

Who We Are

By 2050, the global urban population will nearly double to 6.4 billion. This unprecedented growth in the global urban population creates incredible opportunities but also intensifies the most difficult problems cities face, such as concentrated poverty, crime, poor-quality schooling, and pollution. The University of Chicago founded Urban Labs to help address these challenges. Urban Labs is a set of highly synergistic labs focused on undertaking inquiry and having impact on five essential dimensions of urban life: *crime, education, health, poverty, and energy & environment*. Urban Labs partners with cities to identify and rigorously evaluate the policies and programs with the greatest potential to improve human lives at scale. Urban Labs' evidence-based approach gives policymakers and practitioners the knowledge they need to effectively achieve the greatest social good per dollar spent.

In sum, UChicago Urban Labs:

- Identifies promising solutions to urban challenges
- Tests the most promising urban policies and programs
- Scales-up the most effective and cost-efficient policies and programs

For more information about the UChicago Urban Labs, go to <http://urbanlabs.uchicago.edu/>

The Role

The University of Chicago Urban Labs is seeking a Data Acquisitions Associate to support data acquisitions, permissions and access, usage, and compliance. This person will work with Urban Labs staff in processing data requests for research projects, and with external partners to coordinate communication regarding data sharing agreements. This individual will also be responsible for ongoing documentation, data archiving, and reinforcing policies and procedures.

Responsibilities:

Data acquisitions

- Supports the Data Acquisitions Manager in gathering information from the research staff, and drafting new data sharing agreements as needed.
- Work closely with the University Research Administration (URA) to submit and process new data sharing agreements, and monitor the status of pending agreements.
- Coordinates with external partners and Urban Labs staff to schedule meetings and prepare meeting materials.
- Ensures that all fully executed data sharing agreements and statements of work are archived internally and at URA. Ensures that partners requiring original signatures are provided with the necessary hardcopies.
- Updates and maintains a comprehensive tracking sheet of active and pending agreements. Prepares weekly status updates for the research staff and management.

- Serves as connection between the Data Acquisitions Manager and the Data & Analytics Manager to monitor and document the receipt of data from external partners.

Data and contract archiving

- Tracks data holdings and works with researchers to document key features of the data sets.
- Supports the Data Acquisitions Manager and Data & Analytics Manager in classifying and categorizing data holdings according to risk level and applicable privacy laws.
- Maintains an inventory of the contract terms and IRB approval parameters associated with each data set. Alerts Data Acquisitions Manager when permissions are expected to expire.
- Maintains an inventory of staff who have authorized access to each dataset, and conducts periodic checks to determine if access is still needed.
- Tracks data shared with external affiliates and the terms governing their receipt of data.

Risk management and internal audit

- Understands and applies policies and procedures for working with sensitive data
- Monitors staff practices to ensure compliance with contract terms, IRB approvals, and privacy laws

Qualifications**Education**

Bachelor's degree required, preferably in the social sciences, public policy, business, law or another relevant field.

Experience

Minimum of two years of experience research or data management required.
Project management or contract compliance experience preferred.

Competencies

Excellent project management skills and ability to organize large amounts of complex information required.

Ability to manage multiple, concurrent deadlines and assignments required.

Strong attention to detail, and ability to process and retain frequent new information

Ability to interpret and apply contract requirements

Knowledge of data management and/or contract negotiations preferred

Strong interpersonal skills

Critical thinking and ability to evaluate the actions of colleagues

Ability to maintain confidentiality required.

To apply: submit resume, cover letter, writing sample, and transcripts to
<https://jobopportunities.uchicago.edu>, requisition **102219**.

The University of Chicago is an Affirmative Action/Equal Opportunity Employer.