

Position: Talent Manager
Desired Start Date: ASAP
Reports to: Chief Operating Officer

"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:

- Uses research and evidence to understand how cities can work better
- Tests the most promising, cost-effective policies and programs
- Works with civic partners to implement and evaluate solutions in real time
- Scales solutions to cities across the country and around the world

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

The Role

The Talent Manager will manage all human capital activities including recruitment, hiring, compensation, performance management, and employee relations for the UChicago Urban Labs, and will report to the Chief Operating Officer.

Duties and Responsibilities:

- Supports an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, and collaboration and teamwork across Labs.
- Consults with supervisors on hiring needs, prepares job advertisements for posting on internal and external job boards, and works with hiring managers to recruit and screens candidates.
- Coordinates interview process, conducts reference checks, sends close-out letters to candidates, and administers background check process; monitors hiring procedures to ensure compliance with employment laws, as well as with University policies and procedures; may counsel supervisors on employment laws.
- Onboards new hires and facilitates transition to Urban Labs, assists with hiring paperwork, advises employees on benefits questions, processes all employment forms and HRIS documentation.
- Coordinates exit activities, serves as a resource to departing employees and as the main point of contact with HRS, and ensures paperwork and termination process are completed.

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- Meets with supervisors to discuss employee compensation and works with management team to plan for annual salary increases.
- Leads performance management and coordinates professional development programs. Provides guidance to supervisors in the handling of performance issues and employee relations. Works with employees to resolve issues arising from or affecting their work. Manages the grievance process, and coordinates issues with Employee Relations.
- Serves as point of contact with HRS and Payroll, processes all pay and schedule changes; serves as an expert on HRS policies and procedures to enact timely completion of pay changes.
- Serves as an expert resource on the UChicago Time system, and assists supervisors and staff in troubleshooting problems, providing training as necessary.
- May undertake special projects as needed.

Qualifications

Education

- Bachelor's degree in human resource, business administration, organizational behavior or related field required.

Experience

- A minimum of three years of experience in human resources, talent development, business administration, or related experience required.

Competencies

- Ability to deal effectively with a diverse workforce in a complex research environment.
- Demonstrated knowledge of general employment law and regulations.
- Exceptional oral and written communication skills and comfort with a consultative approach to interacting with employees.
- Exceptional organization skills, with previous project management experience.
- Must be a resourceful problem-solver and critical thinker, be proactive in leveraging opportunities and anticipating and averting problems.
- Ability to handle all employment information and issues with absolute discretion - confidentiality is essential.
- Proficiency with Microsoft Word and Excel.

To Apply:

Submit resume, cover letter, writing sample, and reference contact info <https://jobopportunities.uchicago.edu>, requisition **102429**.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status or status as an individual with disability.