

**Poverty Lab Title:** Human Resources Administrator (part-time)

### **Our Focus**

Concentrated poverty remains an endemic feature of American cities. Residents of low-income communities suffer higher rates of crime victimization and greater exposure to environmental contaminants. Their children experience worse schooling outcomes and limited access to healthy food. Many struggle with irregular employment and unstable housing. The path to social mobility is foreclosed by limited opportunities to gain new skills, and limited availability of affordable financial products. While social enterprises work hard to address these challenges with innovative solutions, policymakers and practitioners struggle to make sustained progress due to a lack of evidence about what works.

We launched the University of Chicago Poverty Lab in 2015 to test innovative approaches to addressing the intersecting challenges faced by low-income residents of our cities. We bring the best science and “big data” analysis possible to bear on the problem of policy design, leveraging government administrative data to guide local policy and to generate high-quality evidence about what works. We believe that carrying out this work in very close collaboration with policymakers helps keep us focused on the most important real-world problems, and increases the chances that our findings translate into real-world impact.

### **Who We Are**

The Poverty Lab is led by Marianne Bertrand, the Chris P. Dialynas Distinguished Service Professor of Economics at the University of Chicago Booth School of Business, Co-Director of Social Enterprise Initiative at Booth, and Director of the University of Chicago Poverty Lab. Her research, which covers labor economics, corporate finance, and development economics, has been published widely. She is a member of the board of directors for the Abdul Latif Jameel Poverty Action Lab at the Massachusetts Institute of Technology.

Our team currently consists of an Executive Director, Scientific Director and 18 full-time staff, including data analysts and program managers at our main office in downtown Chicago. Our constantly evolving portfolio of projects spans workforce development, housing and homelessness, post-secondary education, and income support policies. Our work includes several projects focused on the application of machine learning algorithms to improve the design and targeting of public policy.

### **Job Summary**

The University of Chicago Poverty Lab is seeking a part-time Human Resources Administrator to support the Executive Director in building and maintaining a fully-staffed, high-functioning organization. The Human Resources Administrator will report directly to the Executive Director, and will be supported by HR staff at the University of Chicago Crime Lab and Harris School of Public Policy. This is a great opportunity for a professional looking to support and contribute to an innovative, mission-driven organization in a fast-paced “startup” environment with the potential of the role to grow to full-time with the addition of more strategic HR responsibilities. Initially, the HR administrator will be responsible for staff recruitment, onboarding, and retention.

## **Responsibilities**

- Prepares job advertisements for posting on internal and external job boards and coordinates and maintains all posting information; monitors hiring procedures to ensure compliance with federal, state and local employment laws and regulations, as well as with University policies and procedures; may counsel supervisors on employment laws.
- Coordinates interview process, conducts phone interviews, conducts reference checks as appropriate, writes and sends close-out letters to candidates, and administers background check process.
- Registers and prepares for careers fairs, as needed
- Onboards new hires and facilitates transition to the Poverty and Health Labs, advises employees on benefits questions, processes all employment forms and HRIS documentation, tracks completion of new hire training.
- 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.
- Processes all pay and schedule changes.
- Partners with team members to hire student employees including developing necessary working relationships with University administrative units, guiding students through hiring process, managing time record for students, and conducting necessary onboarding.
- Updates staff on new hiring and changes to HR procedure / policy, as needed.

## **Education and Experience**

- Bachelor's degree required.
- Bachelors degree in business or a related field preferred.
- Experience in Human Resources or related field preferred.
- Experience in higher education preferred.
- Familiarity with central administration within a complex research university environment preferred.
- Experience working in HR department and handling confidential information preferred.
- Proficiency with Workday is required.
- Demonstrated interest in public policy, racial equity and / or social justice preferred.

## **Technical Skills**

- Must be proficient with Microsoft Word and Excel.

## **Competencies**

- Must be able to deal effectively with a diverse workforce in a complex research environment.
- Must have exceptional organizational 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.
- Must have exceptional oral and written communication skills and be comfortable with a consultative approach to interacting with employees.
- Must handle all employment information and issues with absolute discretion - confidentiality is essential.

**To Apply:** Please submit, a list of references, resume, and cover letter to the University of Chicago's Workday System. Search for requisition number **JR03151**. **Note:** When applying, all required documents **MUST** be uploaded under the **Resume/CV** section of the application. Please find instructions on how to access the application below.

- **If you have an active UChicago Workday employee account, you will need to complete the Internal Candidate application process. Internal Candidate instructions:** [Log into Workday](#) and select the career worklet.
- **External Candidates** should apply at <https://uchicago.wd5.myworkdayjobs.com/en-US/External>.
- **If you have questions about the Workday application system,** please contact: [https://uchicago.service-now.com/sso?id=ssc\\_sc\\_cat\\_item&sys\\_id=cf359d671316660030c0bcaf3244b02d](https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bcaf3244b02d).

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