

**Job Title:** Associate Director, Data and Analytics  
**Start Date:** ASAP  
**Reports to:** Chief Operating Officer

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

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

### The Role

The University of Chicago Crime and Education Labs are seeking an Associate Director of Data and Analytics to support data work across projects, and to help build the infrastructure to ensure data are being used consistently, collaboratively, and securely across Crime and Education Labs. This person will also conduct analysis on research projects, and will report to the Chief Operating Officer of Urban Labs.

### Principle Duties and Responsibilities

- Assist with statistical analysis on 1-2 research projects.
- Manage data and build processes for data to be used consistently, collaboratively, and securely across the Crime and Education research staff in Chicago and New York.
- Work closely with Data Acquisitions Manager and IT Manager to develop, implement, and monitor data security and storage policies and practices.
- Partner with the Talent Manager to help recruit, screen, and hire new talent, and create data exercises and other recruitment and onboarding tools.
- Work with Research Directors to identify analyst staffing needs and coordinate allocation of staff time across research projects.
- Work with analysts and data scientists to identify opportunities for supporting their work and coordinate their efforts to act on these opportunities.
- Work with the management team on issues of organizational development and leadership, potentially including identifying areas for staff development and professional development
- Work with IT to design databases and other systems to manage datasets

**Education**

- Advanced degree in statistics, biostatistics, social sciences, public policy, or another relevant field required.

**Experience**

- A minimum four years of experience analyzing data using statistical software packages required.
- A minimum of two years of experience working with large administrative datasets strongly preferred.
- Experience working in a Unix environment preferred.
- Previous experience working in a research organization preferred.
- Previous experience identifying and implementing quality controls in a research environment preferred.

**Competencies**

- Unwavering commitment to rigorous research-based evaluation required.
- Strong background in mathematics and statistics required.
- Strong interest in and aptitude with advanced programming and analytic skills for working with administrative data required.
- Ability to train others and support professional development for analytics required.
- Strong attention to detail with proven ability to build consistency of data usage cross research teams required.
- Ability to translate and convey complex concepts and study findings in oral and written communications required.
- Strong time management and project management skills with a success in roles requiring execution of multiple tasks while responding to multiple priorities with little supervision required.
- Demonstrated ability to build and maintain relationships, and work effectively in a collaborative research environment required.
- Proven ability to work with efficiency, flexibility, and good humor required.
- Track record delivering superior results and assuming leadership roles required.
- Strong problem-solving skills and ability to proactively manage risks required.
- Demonstrated judgment and discretion in the handling of sensitive information required.

**To Apply:**

Submit resume, cover letter, and writing sample to <https://jobopportunities.uchicago.edu>, requisition **103291**.