



Science in Service
of Cities.

Job Title: Contract Specialist
Reporting To: Director of Data Partnerships
Job Requisition: JR21222
Projected Start Date: ASAP

Who We Are

In cities across the country, people face high rates of gun violence, under-resourced schools, and social harms associated with the criminal justice system -- all of which disproportionately impact people of color. These inequalities have profound consequences on public safety and opportunity. As a society we have failed to address these challenges, in part, because of our lack of understanding of the most effective and cost-effective solutions that can have a real impact on people's lives. We believe that rigorous research can help.

The University of Chicago Crime Lab and Education Lab partner with cities and communities to use data and rigorous research to design, test, and scale programs and policies that enhance public safety, improve educational outcomes, and advance justice. Our mission is to combine world-class data science and research, in partnership with government agencies, to substantially improve the effectiveness of the public sector and achieve impact at scale.

To learn more about the Crime Lab and Education Lab, visit <https://urbanlabs.uchicago.edu/labs/crime>.

The Role

The University of Chicago Crime Lab & Education Lab is seeking a Contract Specialist to support contracting and partner communication for data acquisitions. This person will work with Labs staff to draft, review and process data requests for research projects, as well as new data agreements and SOWs. The individual will work with URA to review, revise and negotiate the terms in new data sharing agreements, and facilitate communication between URA and the data partners. The individual will also produce contract templates and tools to help staff draft data request documents.

Duties and Responsibilities

Draft and Negotiate Data Use Agreements

- With information and support from the Data Operations Associate and the research teams, produces the first draft of any needed contract artifacts pertaining to data - including new data use agreements, new SOWs under existing Master Data Use Agreements, and DUA amendments or extensions

- Interfaces with URA to pre-review content before it's shared with data partners, and to respond to input received from data partners. Aligns with URA to clarify UC's overall strategy for DUA negotiation
- With guidance from the Director of Data Partnerships, leads communication with the data partners to align on contract terms and next steps for finalization. Responds to any concerns from the data partners or URA, and identifies solutions to expedite contract execution.
- Leads contractual negotiations between Urban Labs, URA and external data sources. Facilitates and mediates communication across the parties. Documents issues or agreements to ensure they are accurately reflected in the final contract.
- Reviews data agreements and redlines provided by data partners. Coordinates with the research teams, URA and the Data Operations Associate to align on a response plan.
- Reconciles versions and drafts; ensures that all details in the final documents are correct before signature
- Maintains an understanding of URA's DUA requirements, preferences, preferred terms and processes. Serves as an internal resource to the research teams on the best approach for satisfying UC's conditions in each instance.

Support Legal Compliance

- With input from the Data Operations Associate and Data Compliance Manager, propose DUA extensions and amendments as needed to stay in compliance with evolving project timelines and data needs
- Serve as an internal resource for interpreting contract language and ensuring ongoing compliance with the terms and responsibilities in our DUAs, NDAs, consent forms, etc.
- Support the Data Partnerships Director in establishing appropriate plans for working with external research affiliates, including any contractual agreements or other steps needed to permit data access
- Stay abreast of URA's procedures and policies, and ensure staff understand any changes.

Develop Templates and Tools for Increased Efficiency

- Create new DUA and SOW templates, NDAs and other materials to help research teams begin the data acquisitions process
- Create partner-specific templates and instructional materials for staff based on knowledge of the existing DUA terms and the partner's process preferences. Work with the Data Operations Associates to streamline workflows where possible.
- Develop boilerplate content and stock talking points to address common DUA issues and sticking points, such as UC's position on indemnification and publication

- Propose new agreements and contracting solutions to address operational challenges, including making data available to external affiliates and consultants

Education

- Bachelor's degree or paralegal certificate required. Preferably in the public policy, business or law.

Experience

- Minimum of one year of experience working in contracting or paralegal research

Competencies

- Ability to manage multiple, concurrent deadlines and assignments required.
- Excellent attention to detail, and ability to process and retain frequent new information
- Excellent interpersonal and written communication and conflict management skills
- Ability to draft, interpret and apply contract requirements
- Knowledge of negotiation strategies and mediation tactics
- Critical thinking and problem solving
- Familiarity with research or data management practices preferred
- Ability to maintain confidentiality required.

To Apply

We seek a diverse pool of applicants who wish to join an academic community that places the highest value on rigorous inquiry and encourages a diversity of perspectives, experiences, groups of individuals, and ideas to inform and stimulate intellectual challenge, engagement, and exchange.

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

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

Please submit a resume, cover letter, and reference contact information to UChicago's Workday system. Within the Workday system, this listing can be found by the position title or by the requisition number, **JR21222**.

If you have an active UChicago Workday account, you will need to complete the Internal Candidate application process. Simply log in to Workday and select the career worklet to begin.

External candidates should apply at <https://uchicago.wd5.myworkdayjobs.com/External>.

If you have questions about the Workday system, please contact our Shared Services department at <https://services.uchicago.edu>

Job seekers in need of a reasonable accommodation to complete the application process may contact the Shared Services Office by calling 773-702-5800 or by emailing sharedservices@uchicago.edu with their request.