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 Chicago Public Schools Data Liaison provides strategic administrative support to the CPS Research Office and its key Research Partners. The role serves two main functions: managing the provision of CPS data for external research, and providing guidance and support to the Research Partners in their use of CPS data across their research project portfolios.

The Data Liaison is primarily embedded with the CPS Research Office, but also works directly with research and administrative staff at Urban Labs, the University of Chicago Consortium on School Research, Chapin Hall at the University of Chicago, American Institutes for Research, and Northwestern University. In addition to providing guidance and support to these Research Partners during the development of new research projects with CPS, the Data Liaison maintains comprehensive documentation on CPS data used for research.

Duties & Responsibilities
• Fill external researcher data requests by developing, testing, and executing queries and reports of data from CPS sources
• Perform testing and validation of data quality and integrity prior to delivery to external researchers
• Documents CPS approval for external data requests; maintains external data request systems
• Deliver data and reports to external researchers with documentation and context for understanding and interpreting data
• Consult with Research Partner staff about data needs, and with CPS staff on how to best meet these needs, as projects using CPS data are being developed
• Develop and maintain an inventory of external research projects using CPS data, tracking information regarding status, timeline, and data request fulfillment.
• Serve as liaison between Research Partners and CPS, keeping staff in all organizations updated on data needs and research activities
• Develop and maintain data documentation (data dictionaries, wikis, etc.) in collaboration with CPS and the Research Partners as they work with and learn about the data, and as data availability and characteristics change
• Work closely with CPS staff and Research Partners to build a common
understanding and greater coherence in the use of CPS data for research purposes.

- Spend time onsite at Research Partner offices, including Urban Labs in the Loop and at the Consortium and Chapin Hall's offices at the University of Chicago's Hyde Park campus.

Education
- Bachelor's degree required.

Experience
- Minimum of two years' experience in a professional setting, such as an office, school, nonprofit, or research organization, required.
- Strong knowledge of SQL, databases, data structures, and data warehouse practices OR a statistical package such as SAS (preferred), Stata, R, or Python, required. Experience gained in school counts toward requirement.
- Experience in data analysis working with large data sets preferred.
- Working knowledge of statistics and research methods preferred.

Competencies
- Ability to handle multiple tasks simultaneously, prioritize and meet tight deadlines required.
- Excellent interpersonal, oral and written communication skills required.
- Ability to develop and manage relationships within and across organizations required.
- A commitment to education reform required.
- Attention to detail and exceptional organizational skill required.
- Ability to take initiative and a proactive approach to tasks and projects required.
- Ability to execute sound judgment and maintain confidentiality required.

To Apply: Please submit a resume, cover letter, writing sample, and unofficial transcript to UChicago’s Workday system, search for requisition JR07358. Please find instructions on how to access the application below. NOTE: When applying, all required documents MUST be uploaded under the Resume/CV section of the application.

- 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.
- 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 to the specific Lab at https://uchicago.wd5.myworkdayjobs.com/en-US/External

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Staff Job seekers in need of a reasonable accommodation to complete the application process should call 773-702-5800 or submit a request via Applicant Inquiry Form.