

Job Title: Human Resources Manager
Reporting To: Associate Director, Operations
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 Crime Lab and Education Lab are seeking a Human Resources Manager to manage all human capital activities including benefits, performance management, and the employee experience in collaboration with the Talent Manager and Associate Director, Operations.

The successful candidate will have experience contributing to strategic planning, supporting employees at various stages of the employee lifecycle, and in efficiently managing data within an HRIS. The Human Resources Manager must be able to work independently in a dynamic and fast-paced environment while managing multiple projects simultaneously. This position offers a unique opportunity to work as part of a mission-driven organization within the larger University of Chicago community.

Duties and Responsibilities

- Plans and leads the performance management and goal setting processes; establishes processes and practices for formal and informal performance review conversations.
- Counsels and coaches leadership, supervisors, and staff on HR-related issues and concerns, drawing on experience with employee relationships and an understanding of organizational culture.

- Guides employees, and their supervisors as needed, through a variety of HR processes such as the Open Enrollment period, leaves of absence, accommodation requests, etc.
- Develops proactive strategies to support staff wellbeing and wellness.
- Maintains appropriate human resources data and records within our HRIS system, solving a range of problems using best practices.
- Leads offboarding processes.
- Completes and analyzes exit interviews to determine key trends to be addressed with Associate Director, Operations to craft next steps.
- Support the development and implementation of HR policies, processes, and communications as needed to improve effectiveness of the unit.
- Counsels staff on benefits and compensation; supports the Chief Operating Officer with determining employee compensation and annual merit process.
- Prepare analysis and reports for leadership as needed.
- Performs other related work as needed.

Education

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

Experience

- A minimum of 5-7 years of experience as an HR officer, administrator, or other related experience required.

Competencies

- Ability to work 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; must 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

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, **JR17290**.

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.