UCHICAGO URBANLABS CRIME LAB

Science in Service of Cities.

The Role: Human Resources Coordinator

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:

- 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

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

Position Summary
The Human Resources (HR) Coordinator will perform a diverse set of administrative duties in support of the day-to- day operations of a policy research organization. This person will be responsible for posting jobs, maintaining the HR Information System (HRIS), processing payroll changes, maintaining employee records, time and absence management, and related talent lifecycle functions for all employees. The HR Coordinator will help streamline processes and participate in HR activities to support smooth and seamless HR operations. This is a fast-paced, dynamic environment and an excellent opportunity to contribute to a mission-driven organization.

Key Responsibilities

Manages the Human Resources Information System (HRIS)

- Processes all HR Information System (HRIS) transactions, including (but not limited to): Recruiting, hiring, & onboarding processes; Processing all pay changes, including promotions and the Annual Compensation Review; Managing Time & Attendance; Terminating Employment.
- Files all HR forms
- Supports with administering leaves of absence
- Supports with HR Policy development related to Time & Attendance, as needed
- Supports with training Hiring Managers on the Workday Applicant Tracking System, as needed

Ensures Compliance with Employment Regulations and Laws:

- Supports with ensuring employees receive notifications related to compliance

Assists with managing the talent pipeline:

- Responds to candidate inquiries related to employment opportunities at Urban Labs
- Assists with the employer recruitment process by posting job announcements on internal and external job boards. Post job announcements on the Urban Labs careers website, as needed
- Prepares for career fairs, and as needed, attends career fairs
- Schedules interviews for hiring managers, as needed
- Completes phone screens and employment reference checks, as needed
- Supports with extending recruitment outreach efforts

Supports with Onboarding New Hires:

- Supports with the development of the Urban Labs onboarding program
- Facilitates pre-hire onboarding, including setting up a Payroll ID and, as needed, coordinating Urban Buddy assignments
- Facilitates payroll orientation with new hires, as needed
- Tracks completion of new hire mandatory trainings

Assists with offboarding terminated employees:

- Provides employees with information on the offboarding process

Other responsibilities, as assigned:

- Organizes Internship programming, including managing the program budget and coordinating internal communications
- Supports with administering employment visas, as needed
- Inputs information on staffing updates into weekly all staff communications, as needed
- Process headcount & demographic reports
- Supports with managing the Talent Budget, including tracking & processing expenses
- Perform other related duties as assigned

Education and Experience

- A minimum of two years of office setting experience preferred.
- Excellent interpersonal and customer service skills required.
- MS Outlook and Microsoft Office proficiency required.
- Experience working in HR department and handling confidential information preferred.
- Proficiency with Workday or a customized HRIS preferred.

Skills and Competencies

- Ability to handle sensitive and confidential situations/information with absolute discretion, data integrity, and compliance.
- Excellent oral and written communication skills and interpersonal skills required.
- Ability to take initiative and organize and complete projects with minimal supervision.
- Ability to maintain calm and courteous demeanor and to work productively despite heavy workload, competing priorities, and tight deadlines required.

- Excellent skills in working both independently and as a team member required.
- Excellent problem-solving skills, critical-thinking skills, and follow-up skills required.

Required Documents:

- Resume
- Cover letter
- Three professional references (can be a combination of Academic & Employer)

To Apply: Please submit a Resume, Cover Letter, and Three Professional References to the University's Workday system, search for requisition number **JR05526**. Please note, when applying, all documents **MUST** be uploaded under the Resume/CV section of the application. Please be advised that this job announcement is formatted differently on the University of Chicago "Workday" Job Board.

- 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 position at https://uchicago.wd5.myworkdayjobs.com/en-US/External/job/Illinois-Chicago/Research-Manager_JR05141
- 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.

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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.