Job Title: Director of Curriculum and Learning  
Reporting To: Director, CVI Leadership Academy  
Job Requisition: JR23144  
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 is seeking an experienced Academic Affairs Director who can support the launch of the Community Violence Intervention (CVI) Leadership Academy. The Academic Affairs Director will work closely with the Director of the CVI Leadership Academy and other members of the organization’s leadership team to ensure the success of this new initiative. The Director of Academic Affairs will provide administrative support for all faculty and assist with academic recruitment. We seek applicants who have academic affairs experience, as well as experience in strategic decision-making, organizational leadership, program administration and implementation in a community-based setting.

Duties and Responsibilities

- Research, recruit, onboard, and supervise instructors in collaboration with CVILA personnel.
- Assist in the expansion of course outlines into lesson plans.
- Research current pedagogy for optimal learning experiences and the utilization of
technology for enhanced distance learning and program retention.

- Ensure fidelity to the learning objectives of the CVILA curriculum.
- Lead the identification and creation of asynchronous materials for the CVILA.
- Participate in ongoing program and instructional evaluation to identify potential training needs and solutions.
- Ensure proper facilitation, supervision, and curriculum delivery of the CVILA curriculum.
- Provide academic guidance to CVILA cohorts for year-end capstone projects.
- Provide real-time instructional support to classroom instructors.
- Performs other related work as needed.

Education

Bachelor’s degree, preferably in criminal justice, public policy, project management or related field, or another related field.

Experience

- Experience in Community Violence Intervention is strongly preferred.
- Experience working with community-based organizations serving Black and Brown communities strongly preferred.
- Experience working with nontraditional learners is desired.
- Experience working in a university setting.
- Supervisory experience.
- 5-7 years of experience in related field.

Competencies

- Excellent written/verbal communications skills.
- Experience with program and operations management.

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, JR23144.

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.