



**Science in Service
of Cities.**

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Job Title: Data Acquisitions Manager
Reporting To: Director of Data Partnerships
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 Education Lab is seeking a Data Acquisitions Manager to support the internal operations related to data acquisitions, management, stewardship and compliance. This person will work with Labs staff in processing data requests for research projects, and with external partners to coordinate communication regarding data sharing agreements. This individual will also be responsible for ongoing documentation and recordkeeping related to data maintained by Urban Labs, and reinforcing policies and procedures.

Responsibilities:

Data acquisitions process

- Leads the process of gathering information from the research staff in Education, and drafting new data sharing or data request materials
- Serves as an internal resource to all researchers to advise on processes and procedures for obtaining access to data assets
- Coordinates with external partners and Urban Labs staff to schedule meetings and prepare materials
- Manages the flow of work to University Research Administration (URA), and ensures all submissions for new data sharing agreements meet internal requirements.

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- Monitor the status of pending agreements Triage and prioritize items needing University Research Administration (URA) attention.
- Leads contractual negotiations between Urban Labs, URA and external data sources
- Updates and maintains a comprehensive tracking sheet of active and pending agreements. Prepares weekly status updates for the research staff and management. Produces operational metrics to inform management decision-making and resource allocation.
- Ensures that all fully executed data sharing agreements and statements of work are archived internally and at URA. Ensures that partners requiring original signatures are provided with the necessary hardcopies.

Partner Management

- Directly supports the Education Lab leaders in managing the CPS and other relationships, including gathering information from research managers, internally batching and triaging requests, coordinating the process for reviewing and approving analytical outputs, and executing sensitive partner communication.
- Coordinate with data partnerships director, research team and Relationship Managers to ensure all data sources review outputs before release. Identify and problem-solves issues related to dissemination of our work.
- Supports the Faculty and Research Directors in determining appropriate plans for external research affiliates, including contractual agreements and other steps to permit data access

Compliance Monitoring

- Supports the satisfaction of policies and operational procedures for ensuring compliance with DSA terms and conditions, MOUs, IRB approvals, or other agreements with Urban Labs regarding permissions to use or store data.

Qualifications

Education

Bachelor's degree required, preferably in the social sciences, public policy, business, law or another relevant field.

Experience

Minimum of two years of experience working in contracting, research, data management or project management.

Competencies

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- Excellent project management skills and ability to organize large amounts of complex information required.
- Ability to manage multiple, concurrent deadlines and assignments required.
- Strong attention to detail, and ability to process and retain frequent new information
- Ability to interpret and apply contract requirements
- Knowledge of data management and/or contract negotiations preferred
- Strong interpersonal skills
- Critical thinking and ability to evaluate the actions of colleagues
- 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, **JR15013**.

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.

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