



## Science in Service of Cities.

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**Job Title:** Executive Assistant

**Reporting To:** Chief of Staff

**Job Requisition:** JR16608

**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 and Education Lab is seeking an Executive Assistant to support members of leadership, assist in coordinating short and long term projects, and serve as a liaison for internal and external partners. The EA will manage scheduling, office administration, and event planning.

### Responsibilities:

- Manages all administrative functions for numerous members of leadership including coordinating daily schedules, maintaining calendars, scheduling meetings, handling travel arrangements, mail, phone, and correspondence. Plans and organizes many internal and external meetings.
- Manages communications including composing and editing routine and non-routine correspondence and presentations, assists in developing research reports, serving as a liaison to Crime Lab and Education Lab staff and advisory board. Prepares meeting agendas, minutes, and other materials.
- Manages daily operations for numerous members of leadership including interpreting requests, monitoring and reconciling accounts and processing reimbursements,

developing and managing a system for information storage related to numerous projects and initiatives and preparing financial and/or administrative reports.

- Plans and coordinates meetings, events, and outreach activities.
- Performs diverse tasks in support of Office Administration including ordering office supplies from vendors, processing payments for supplies and providing oversight of office supply inventory.
- Leads and/or contributes to various special projects.
- Provides confidential and high-level administrative support for a leader. Stays informed of activities relating to University programs and initiatives, apprising the leader of issues when deemed necessary. Coordinates information flow from leader's office to University. May staff Board of Directors meetings. Relieves leaders of administrative responsibilities.
- Initiates correspondence and other written materials under own signature or for signature of the leader. Triage emails and telephone calls for action. Resolves routine and complex inquiries. May act as liaison to Board of Directors.
- Performs other related work as needed

### **Qualifications**

#### **Education**

High School Diploma

#### **Experience**

Experience in an administrative role reporting directly to upper management.

#### **Competencies**

- Strong oral and written communication skills.
- Ability to professionally interact with researchers, funders, and other key external stakeholders.
- Ability to work independently, problem solve, and manage multiple, concurrent tasks.
- Ability to exercise considerable discretion and judgment.
- Excellent organization skills and attention to detail.
- Knowledge of Microsoft Office, including Word, Excel and PowerPoint.

#### **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.

Page 3 of 3

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, **JR16608**.

**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](mailto:sharedservices@uchicago.edu) with their request.

The University of Chicago is an Affirmative Action/Equal Opportunity Employer.