



**Science in Service  
of Cities.**

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**Job Title:** Program Associate

**Reporting To:** Program Director, Policing Leadership Academy

**Job Requisition:** JR19934

**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 a Program Associate who can support the launch of the Policing Academy, a first-of-its-kind. The Program Associate will work closely with the program team, and under the direction of the Program Director, Policing Leadership Academy, to ensure the success of this new initiative. Strong candidates will have experience in higher education administration, sales, recruiting, or client-facing work more generally.

### **Responsibilities:**

- Uses solid understanding and experience to administer the delivery of services to program participants and beneficiaries.
- Ensures a positive participant experience by serving as the main point of contact for all incoming and current cohort members.
- In partnership with other members of the program team, ensures smooth communication and effective planning of a six-month certificate program that provides a successful and impactful experience for each participant.

- In partnership with other members of the program team, sets and communicates program priorities and performance standards and assesses operations using these criteria. Plans and conducts quality assurance review and recommends changes as appropriate.
- Coordinates with other departments within the University of Chicago, external professors and lecturers, and local vendors to ensure programming is well planned and successfully delivered.
- Performs other related work as needed.

## **Qualifications**

### **Education**

- Bachelor's degree in economics, public policy, sociology, or a closely related field.
- Advanced degree strongly preferred.

### **Experience**

- Experience with quantitative data analysis to support the research design strongly preferred.
- Previous experience with research strongly preferred.
- Previous experience in policing or working with the criminal justice system strongly preferred.

### **Competencies**

- Ability to work independently in a fast-paced environment.
- Outstanding interpersonal skills and ability to maintain positive relationships with various internal and external stakeholders.
- Strong time management skills with a proven ability to multitask and to prioritize activities to successfully complete projects on tight deadlines with little supervision.
- Excellent written and verbal communication skills, with the ability to interact with a variety of audiences.
- Demonstrated ability to exercise sound judgment.
- Knowledge and understanding of crime policy and violence research literature strongly preferred.

### **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.

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**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, **JR19934**.

**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.

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