

Job Title: Analytics Manager (Data Analytics)  
Reporting To: Director of Data and Analytics  
Job Requisition: JR20784

### **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 UChicago Crime Lab and Education Lab are seeking an experienced Analytics Manager (Data Analytics) with strong technical skills to work on large-scale social policy experiments designed to test the effectiveness of youth violence prevention and educational interventions. The Analytics Manager will work on a small portfolio of analytic projects across the areas of both criminal justice and education, develop and manage processes and procedures for collaborative data access and use, support broader organizational development activities, and manages other analysts. The position offers the opportunity to work directly with leading social policy researchers, at the University of Chicago and NYC-area universities, local city agency staff, as well as a team of administrative staff, other analysts, research managers, and student research assistants.

### **Responsibilities:**

- Manage a small team of Research Analysts.
- Lead data analysis and management on a small portfolio of research projects by cleaning, merging, matching, sampling, modeling, and randomizing data.
- Prepare results for memos, spreadsheets, and presentations targeting both policymakers and academic researchers.
- Serve as an in-house expert for one or more key administrative datasets, and advises research staff to ensure consistent use of data.
- Provide consultation to staff on advanced statistical techniques such as randomization, power calculations, data transformations, econometrics, etc.
- In partnership with Director of Data and Analytics, Research Directors, Executive Director, and/or Sr. Research Managers assists with internal coordination and management of data requests to partner agencies.

- Support development and management of data operations, which could include quality assurance processes, creating code standards, and building templates and tools for data management and visualization.
- Partner with the Talent Manager to help recruit, screen, and hire new talent, and create data exercises and other recruitment and onboarding tools.
- Work with the management team on issues of organizational development and leadership, potentially including identifying areas for staff development and professional development.
- May supervise other research staff and provide guidance on professional development, goal setting, and lab- or organization-wide opportunities.
- Other duties as assigned.

**Education:**

- Advanced degree

**Experience:**

- Managing analytic staff
- Working with large, complex, and/or administrative datasets
- Working with field experiments or randomized controlled trials
- Program evaluation methods (e.g., difference-in-differences, propensity score matching, regression discontinuity)

**Competencies:**

- Strong statistical programming skills
- Strong interest in social policy
- Strong quantitative skills
- Strong written and verbal communication skills
- Ability to work in Git and familiarity with Gitlab or Github
- Ability to manage multiple projects simultaneously and meet tight deadlines
- Excellent organizational skills and attention to detail
- Excellent data visualization ability
- Ability to work both independently and as a team member
- Ability to work discretely with sensitive and confidential data
- Knowledge and understanding of crime policy, violence and/or education research literature

**Application Documents**

- Resume/CV (required)
- Cover Letter (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, **JR20784**.

**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.

All offers of employment are contingent upon a background check that includes a review of conviction history. A conviction does not automatically preclude University employment. Rather, the University considers conviction information on a case-by-case basis and assesses the nature of the offense, the circumstances surrounding it, the proximity in time of the conviction, and its relevance to the position.

The University of Chicago's Annual Security & Fire Safety Report (Report) provides information about University offices and programs that provide safety support, crime and fire statistics, emergency response and communications plans, and other policies and information. The Report can be accessed online at: <http://securityreport.uchicago.edu>. Paper copies of the Report are available, upon request, from the University of Chicago Police Department, 850 E. 61st Street, Chicago, IL 60637.