**Position:** Data Acquisitions Manager

**Desired Start Date:** ASAP

**Who We Are**

By 2050, the global urban population will nearly double to 6.4 billion. This unprecedented growth in the global urban population creates incredible opportunities but also intensifies the most difficult problems cities face, such as concentrated poverty, crime, poor-quality schooling, and pollution. The University of Chicago founded Urban Labs to help address these challenges. Urban Labs is a set of highly synergistic labs focused on undertaking inquiry and having impact on five essential dimensions of urban life: crime, education, health, poverty, and energy and environment. Urban Labs partners with cities to identify and rigorously evaluate the policies and programs with the greatest potential to improve human lives at scale. Urban Labs’ evidence-based approach gives policymakers and practitioners the knowledge they need to effectively achieve the greatest social good per dollar spent.

In sum, UChicago Urban Labs:

* Identifies promising solutions to urban challenges
* Tests the most promising urban policies and programs
* Scales-up the most effective and cost-efficient policies and programs.

For more information about the UChicago Urban Labs, go to <http://urbanlabs.uchicago.edu>.

**The Role**

The University of Chicago Crime & Education Labs are 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 Crime, Education & Crime Lab New York, 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.
* 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 of 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 Crime & Education Lab leaders in managing the CPS and CPD relationships, including gathering information from research managers, internally batching and triaging requests for CPD ad CPS, 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 Data Security Agreement 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**

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**, submit resume, cover letter, and writing sample to <https://jobopportunities.uchicago.edu>, Job Requisition JR08032.

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.

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.