

Position: Associate Director, Data and Analytics

Job Requisition: JR20973

Preferred 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 are seeking an Associate Director, Data and Analytics to provide training and professional development, to manage a growing team of Research Analysts, to support data work across projects, and to help build the infrastructure to ensure data are being used consistently, collaboratively, and securely across Crime Lab and Education Lab.

Duties and Responsibilities

- Manage a team of approximately 20 Research Analysts and four Analytics Managers
- Work with Research Directors to identify analyst staffing needs and coordinate allocation of staff across research projects.
- Work with analyst and data scientist to identify opportunities for supporting their work and coordinate their efforts to act on these opportunities.
- Partner with the Director of Talent to help recruit, screen, and hire new talent, and create data exercises and other recruitment and onboarding tools.

- Lead the management and coordination of internal professional development opportunities, provide support and training to all analysts and data-PAs, and help to troubleshoot data issues.
- Develop annual plans to support data and analytics work.
- Work with the management team on issues of organizational development and leadership.
- Manage data and build systems and processes for data to be used consistently, collaboratively, and securely across the Crime and Education research staff in Chicago and New York.
- Work closely with Data Acquisitions Manager and IT Manager to develop, implement, and monitor data security policies and practices.
- Performs other related work as needed.

Education

- Bachelor's degree in statistics, biostatistics, social sciences, public policy, or another relevant field.
- Advanced degree strongly preferred.

Experience

- A minimum of three years managing analytic staff and work.
- A minimum six years of experience analyzing data using statistical software packages.
- A minimum of two years of experience working with large administrative datasets strongly.
- Previous experience working in a research organization.
- Previous experience identifying and implementing quality controls in a research environment.

Competencies

- Unwavering commitment to rigorous research-based evaluation.
- Strong background in mathematics and statistics.
- Strong interest in and aptitude with advanced programming and analytic skills for working with administrative data.
- Ability to train others and support professional development for analytics.
- Strong attention to detail with proven ability to build consistency of data usage cross research teams.
- Ability to translate and convey complex concepts and study findings in oral and written communications.

- Strong time management and project management skills with a success in roles requiring execution of multiple tasks while responding to multiple priorities with little supervision.
- Demonstrated ability to build and maintain relationships, and work effectively in a collaborative research environment.
- Proven ability to work with efficiency, flexibility, and good humor.
- Track record delivering superior results and assuming leadership roles.
- Strong problem-solving skills and ability to proactively manage risks.
- Demonstrated judgment and discretion in the handling of sensitive information.

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, **JR20973**.

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.