UCHICAGO URBANLABS CRIME LAB

UCHICAGO URBANLABS EDUCATION LAB

Science in Service of Cities.

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Job Title: Chicago Public Schools Data Liaison
Reporting To: Director of Data Partnerships
Job Requisition: JR16300
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 Chicago Public Schools Data Liaison provides strategic administrative support to the CPS External Research Office and its key Collaborative Research Partners. The role serves two main functions: managing the provision of CPS data for external research and providing guidance and support to the Collaborative Research Partners in their use of CPS data across their research project portfolios. The Data Liaison is primarily embedded with CPS' Central Office in a consultant capacity, but also works directly with research and administrative staff at the Education Lab, the Inclusive Economy Lab, Urban Labs, the University of Chicago Consortium on School Research, Chapin Hall at the University of Chicago, NORC at the University of Chicago, American Institute for Research, The Learning Partnership and Northwestern University. In addition to providing guidance and support to these Research Partners during the development of new research projects with CPS, the Data Liaison maintains comprehensive documentation on CPS data used for research.

Responsibilities:

- Manages direct access to CPS data systems to fulfill external data requests by developing, validating, and executing complex SQL programs in SAS; navigates internal CPS systems for requesting data outside the permission structure of the data liaison; delivers data and reports to external researchers with documentation and context for understanding and interpreting data.
- Develops and maintains a public-facing intake system for external administrative data requests using CPS KMS

- Attends twice-weekly development sessions with CPS KMS consultant to maintain and continuously improve intake process, including troubleshooting potential errors that may arise.
- Evaluates requests for compliance with state and federal student privacy laws, as well as alignment with the policies, priorities, and research agenda of the district.
- Independently manages the intake process of requests (approve/deny/more information required), continuously communicate fulfillment status, and the secure delivery of files.
- Attend internal CPS meetings for information gathering on internal priorities, constraints, and relationship management.
- Develop and maintain data documentation (data dictionaries, wikis, etc.) in collaboration with CPS and the Research Partners as they work with and learn about the data, and as data availability and characteristics change.
- Other CPS duties as assigned, including assisting with quick-turnaround internal data requests, ad hoc project support and administrative needs as they arise.
- Supports data collection and analytical needs of research projects. Conducts literature reviews and helps write reports and manuscripts. Ensures project compliance with different policies, procedures, directives, and mandates.
- Takes responsibility for the following non-laboratory duties: transcribing and coding data; developing data collection instruments; presenting research; and recruiting and scheduling research subjects. Acquires higher-level skills and knowledge in the process.
- Performs other related work as needed.

Qualifications

Education
Bachelor's degree required, preferably in the economics, public policy, sociology, or another relevant field.

Experience
- Strong knowledge of SQL, or databases, data structures, and data warehouse practices required.
- Minimum of two years of experience programming in a statistical package such as SAS (preferred), Stata, R, or Python required.
- Minimum of two years of experience in data analysis working with large data sets required.
- Working knowledge of statistics and research methods preferred.

Competencies
- Ability to handle multiple tasks simultaneously, prioritize and meet tight deadlines required
- Excellent interpersonal, oral and written communication skills required

- Ability to develop and manage relationships within and across organizations required
- A commitment to education reform required
- Attention to detail and exceptional organizational skill required
- Ability to take initiative and a proactive approach to tasks and projects required
- Ability to execute sound judgment and maintain confidentiality required
- Critical thinking and ability to evaluate the actions of colleagues
- Ability to maintain confidentiality 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, **JR16300**.

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.

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