**Job Title:** Data Acquisitions Manager  
**Reporting To:** Director of Data Partnerships  
**Job Requisition:** JR12953  
**Start Date:** ASAP

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**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](https://urbanlabs.uchicago.edu/labs/crime).

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**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 & CLNY, 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 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 DSA 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, requisition JR12953.

The University of Chicago is an Affirmative Action/Equal Opportunity Employer.