

Position: Data Acquisitions Senior Associate

Who We Are

The University of Chicago Urban Labs, launched in 2015, were established to create knowledge to address fundamental urban challenges, and to work with policy makers and practitioners to improve the human condition in cities worldwide. The Urban Labs seek to evaluate the most promising policies and programs across the domains of crime, education, energy & environment, health and poverty to generate gold-standard evidence about what works and why, and to support policy makers and practitioners to scale up programs and policies that can have a significant positive impact on human lives. The Urban Labs team rigorously evaluates promising policies and interventions to make them as informative as possible. Our goal is to assemble a portfolio of randomized controlled trials (RCTs) to generate new evidence about what works, for whom, and why, and to conduct benefit-cost analyses of different interventions to enable policymakers to prioritize resources for the combination of strategies that achieve the greatest social good per dollar spent. For more information about the UChicago Urban Labs, go to <http://urbanlabs.uchicago.edu/>

Five Labs. One Approach. UChicago Urban Labs:

- Use research and evidence to understand how cities can work better
- Test the most promising, cost-effective policies and programs
- Work with civic partners to implement and evaluate solutions in real time
- Scale solutions to cities around the country and the world

The Role

The University of Chicago Urban Labs is seeking a Data Acquisitions Senior Associate to support the internal operations related to data acquisitions, management, stewardship and compliance – with a focus on supporting the Health and Poverty Labs. This person will work with Labs staff in processing data requests for research projects, with external partners to coordinate communication regarding data sharing contractual agreements, and with University stakeholders to review, process and execute 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

- Supports the Data Partnerships Director and Data Acquisitions Manager in gathering information from the research staff in Poverty and Health Labs regarding upcoming data needs.

- Provides daily support to the Executive Directors, Scientific Directors and Research Managers in the Poverty and Health Labs. Serves as a dedicated resource to advise on processes and procedures for obtaining access to confidential data.
- Drafts, negotiates and processes new data sharing or data request materials.
- Coordinates with external partners and Urban Labs staff to schedule meetings and prepare materials
- Work closely with the University Research Administration (URA) to submit and process new data sharing agreements.
- Monitor the status of pending agreements. Work closely with the Data Acquisitions Manager to triage and prioritize items needing University Research Administration (URA) attention.
- Oversees 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
- 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

- Support the Data Partnerships Director in communicating with relationship managers to prioritize and messages and requests.
- Provide information to the Data Acquisitions Manager to internally to batch and triage requests for CPD ad CPS, including TA and research issues.
- Maintains documentation on approval to conduct technical assistance, and partner feedback on research outputs or analytical materials. Archives records for future reference.

Compliance Monitoring

- Stays abreast of policies and procedures for working with sensitive data, and educates staff about requirements and best practices
- Work closely with the Data Management Associate to centralize and maintain complete records of all DUA, NDA, IRB and RRB documents - including protocols, consent forms, interagency IRB agreements and privacy certificates.
- Monitors data sharing agreements and tracks project activities to ensure compliance with contract terms, including requirements for data destruction, publication procedures and disclaimers.

Qualifications**Education**

Bachelor's degree required, preferably in the social sciences, public policy, business, law or another relevant field. Master's Degree preferred.

Experience

Minimum of three to five years of experience working in contracting, business negotiations, external communication, project management, research or compliance/auditing.

Competencies

Excellent project management skills and ability to organize large amounts of complex information required.

Ability to manage multiple, concurrent deadlines and assignments required.

Experience leading or conducting contract negotiations strongly preferred

Ability to interpret and apply contract requirements required

Strong attention to detail, and ability to process and retain frequent new information required

Strong interpersonal communication skills required

Critical thinking and ability to reconcile different opinions and find solutions strongly preferred

Ability to maintain confidentiality required.

To apply, submit resume, cover letter, and writing sample to UChicago's Workday system, search for requisition **JR02057**. Please find instructions on how to access the application below.

NOTE: When applying, all required documents **MUST** be uploaded under the Resume/CV section of the application

- If you have questions about the Workday application system, please contact:
https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bc0caf3244b02d.
- If you have an active UChicago Workday employee account, you will need to complete the Internal Candidate application process. Internal Candidate instructions: Log into Workday and select the career worklet.
- External Candidates should apply to the specific Lab at
<https://uchicago.wd5.myworkdayjobs.com/en-US/External>

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