

**Urban Labs Title: Data Management Associate**  
**Desired Start Date: ASAP**

### **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>.

In sum, UChicago Urban Labs:

- Uses research and evidence to understand how cities can work better
- Tests the most promising, cost-effective policies and programs
- Works with civic partners to implement and evaluate solutions in real time
- Scales solutions to cities around the country and the world

### **The Role**

The University of Chicago Urban Labs is seeking a Data Management Associate to support the internal operations related to data acquisitions, management, stewardship and compliance. This person will work with Urban 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.

### **Data Acquisitions Process:**

- Supports the data partnerships director in gathering information from the research staff in the Health, Poverty & E&E Labs, and drafting new data sharing agreements as needed
- 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
- Work closely with the University Research Administration (URA) to submit and process new data sharing agreements.
- 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.

**Data Management:**

- Coordinates with partners and Data Stewards to ensure timely and secure delivery of data after the execution of an agreement; Support compliance with data access control policies.
- Inventories data holdings, including which years and fields we possess, the date of data transfer, suggested dates for requesting next batch/updates
- Support Data Stewards in tracking all data shared with external affiliates
- Compile information to document atypical contractual terms, legal requirements and specific parameters for working with various datasets
- Anticipate upcoming expirations and work with research managers to initiate renewal of expiring DUAs as needed;
- Oversee closeout processes at the conclusion of a DSA; Work with data stewards to ensure data is destroyed or returned in compliance with the DSA; maintains documentation of compliance

**Compliance Monitoring:**

- Understands and applies policies and procedures for working with sensitive data
- Cross reference and synchronize IRB and DUA requirements, particularly evolutions in the project that require amendment and expiration dates
- Monitors data sharing agreements and tracks project activities to ensure compliance with contract terms, including requirements for data destruction, publication procedures and disclaimers.
- Support initial incident investigation and response. Working with users to flag issues and provide information for escalation
- Develops 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.
- Produce reports for, and take action items from, the Privacy Committee

**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 research, data management, project management or contract compliance.

**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:** Resume, Cover letter, and Writing Sample to <https://jobopportunities.uchicago.edu>, Requisition **103973**.

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