

Urban Labs Title: Data Liaison
Desired Start Date: ASAP

Who We Are

The University of Chicago Urban Labs (Urban Labs) seek to help cities not only innovate, but also to learn which innovations are most cost effective. We do so by evaluating promising policies and programs across the domains of crime, education, energy & environment, health and poverty and supporting policy makers and practitioners to scale up effective programs. Through our partnerships with government and nonprofit agencies, we provide decision makers with empirical evidence and understanding to guide their actions and their use of public and private resources.

The University of Chicago Consortium on School Research (the Consortium) conducts research of high technical quality that seeks to identify what matters for school improvement and student success. Its work focuses mainly on CPS schools and students from Pre-K through college enrollment. It works closely with policy makers, practitioners, and other stakeholders to enable the understanding and use of its research for policy action and improvement of practice.

Chapin Hall at the University of Chicago (Chapin Hall) brings a unique blend of scientific research, real-world experience, and policy expertise to shape policies and practices that promote child and family well-being. Our work concentrates in the following core areas: child welfare systems, child and adolescent development, community change, early childhood initiatives, economic supports for families, child maltreatment prevention, education, and youth crime and justice.

The Role

The Data Liaison works with staff at the Chicago Public Schools (CPS) on behalf of the Urban Labs, the Consortium, and Chapin Hall, facilitating the provision of CPS data in support of their research projects.

Duties & Responsibilities

- Gather and document data requirements from research institution staff for their CPS-approved research projects
- Consult with research institution staff about data needs as projects begin the process of being approved by CPS
- Consult with CPS staff as needed on how to best meet the data requirements of the research institutions
- Fill data requests of the research institutions by developing, testing, and executing queries and reports of data from CPS sources
- Perform testing and validation of data quality and integrity prior to delivery to research organization staff

- Develop and maintain data documentation (data dictionaries, wikis, etc.) in collaboration with CPS and the research organizations as they work with and learn about the data
- Keep research institutions apprised as data availability and characteristics change
- Deliver data and reports to research institution staff with necessary documentation and context for understanding and interpreting data
- Serve as liaison among the research institutions and CPS, keeping staff in all organizations updated on data needs and research activities
- Work with staff at research institutions to track progress, status, and deadlines related to CPS-approved projects
- Work closely with CPS staff and the organizations' researchers to build a common understanding and greater coherence in the use of CPS data for research purposes
- Spend time onsite at all member institutions, at CPS Central office and the Urban Labs in the Loop and at the Consortium and Chapin Hall's offices at the University of Chicago's Hyde Park campus. An Urban Labs staff member will supervise the Data liaison and a CPS staff member will serve as the point of contact for the work being done at CPS

Education

- Bachelor's Degree in economics, sociology, public policy or other relevant field required
- Advanced Degree preferred

Experience

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

To Apply: Resume, Cover letter, Writing Sample, and Unofficial Transcript from the highest degree program received to <https://jobopportunities.uchicago.edu>, requisition **103854**.

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