director of security,
university of chicago
laboratory schools
THE UNIVERSITY OF CHICAGO

Chicago, Il
The University of Chicago is a private, nonsectarian institution with an extraordinary history of world-renowned research and education programs across a broad spectrum of fields. Founded in 1890 by John D. Rockefeller, the University has grown to encompass the undergraduate College, which offers 50 concentrations, six professional schools, four graduate divisions, the Oriental Institute, and the Graham School of Continuing Liberal and Professional Studies, which together support over 80 degree programs. The University enrolls over 5,000 undergraduate students and over 9,000 graduate and professional students. The University continues to build a strong global presence, with a University Center in Paris and newly established centers in Beijing, Delhi, and Hong Kong. The University is consistently ranked among the finest universities in the world.

The University of Chicago Laboratory Schools, founded by the renowned educator, John Dewey in 1896, are among the nation’s best. Being part of the University of Chicago means that the importance of intellectual life—of thought and exploration—infuses everything they do across all aspects of their curriculum. The Schools enroll just over 2,100 students from nursery school through high school and employ 281 teachers. The Schools are located on two campuses: Earl Shapiro Hall, an early childhood facility for Nursery through Grade 2 students; the Historic Campus, comprised of five distinct but connected buildings, an outdoor classroom, and a gym complex for Grade 3 – 12 students.
The Position
Responsibilities of the Position

Reporting to the Executive Director for Campus Safety and working collaboratively with the Laboratory Schools Associate Director of Schools, the Director of Security for the University of Chicago Laboratory Schools (Lab) is part of the Department of Safety & Security (DSS) and serves as a key liaison between the Schools and DSS. DSS encompasses Emergency Management, Environmental Health & Safety, Campus Safety, Transportation & Parking Services, and the University of Chicago Police Department (UCPD). The Director serves as the primary security administrator for the Laboratory
Schools, including leadership for developing, implementing, and maintaining a comprehensive physical security plan and school safety program for the Schools with a goal to promote a safe and secure educational environment for students, staff, parents, and visitors. The Director participates as a member of the Finance and Operations leadership of the Laboratory Schools, closely planning and coordinating with other team members as well as school administrators in safety and security matters. In addition, this position may supervise and evaluate subordinate proprietary or contractual staff and provide leadership for department security system recommendations, school safety initiatives, incident investigations, and general safety and security enhancements. The Director will oversee the design and implementation management of a comprehensive training program for staff and must work collaboratively with organizational leadership to plan and train staff and develop programs that promote a safe and secure school.

Other responsibilities include:

- Plans, develops, implements, and maintains the school safety and security operation to promote a safe environment for students, staff, parents, visitors, and community members.
- Responsible for the implementation and oversight of safety and security policies and regulations.
- Maintains a working relationship with police, fire, and other safety and security-related organizations to ensure their assistance when responding to incidents.
- Collaborates with internal key stakeholders within the Department of Safety and Security and the Laboratory Schools on issues of safety and security.
- Continually evaluates school safety and security programs, recommending changes.
- Recommends school safety and security staffing levels for the Schools and assists in screening and selecting school-based security staff.
- Responds to requests from key administrators, including principals, regarding school safety and security matters.
- Has responsibility for providing security expertise and insight when assisting in the development of emergency and business continuity plans in conjunction with the Laboratory Schools’ emergency management team and administrators.
- Develops and implements safety and security in-service training programs.
- Reviews all incident reports and takes action when appropriate, which may include working with the local police or other law enforcement agencies.
- Develops standard operating procedures for the school and centrally-based safety and
security staff.

- Conducts and provides oversight of school security audits and makes recommendations to enhance the physical security environment.
- Participates in annual revision of school crisis management plans.
- Works with the appropriate departments to maintain safe and secure buildings for after-hours programs.
- Recommends placement of security devices such as security cameras, electronic access control, alarms, etc.
Characteristics of the Successful Candidate

Candidates must possess a bachelor’s degree, preferably in criminal justice or a related field from an accredited college or university, and considerable experience in managing an organization of comparable size in law enforcement, security, or other related field. Other combinations of applicable education, training, and experience that provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered. The successful candidate must be familiar with current safety and security best practices.
including: physical security (to include electronic security systems); personnel security; emergency preparedness and response; risk assessment; and local, state, and federal laws and ordinances related to school safety and security as well as have the ability to plan, organize, monitor, and evaluate a comprehensive safety and security program. Preferred qualifications include professional experience in K-12 education settings; ASIS Certified Protection Professional (CPP), Physical Security Professional (PSP) Certification, or the ability to obtain certification within one year; Incident Command System 200 Level and NIMS 800 Level Certification; and a valid Security Officer Registration Card (where applicable).

Additionally, stakeholders at the University of Chicago Laboratory Schools identified the following characteristics and attributes when considering the position of director (in no particular order):

• Experience creating a unified vision, mission, and strategic plan to move safety and security at the Lab in a positive direction.
• Knowledge of security technologies and how to implement them in a school setting.
• Maintain a leadership/management style that is confident, approachable, and transparent, with a high degree of visibility throughout the Lab community.
• Demonstrated experience creating and implementing effective policies and procedures that are fair, clear, and enforceable.
• An ability to connect with students in a friendly, thoughtful, and educationally purposeful manner with a genuine willingness to work with and for students by actively engaging with them.

• Possess a sense of curiosity and a desire to continually improve upon the safety and security services, programs, and initiatives for the Lab.
• An understanding of the security team’s role and positions and an ability to successfully advocate, coach, and enhance their professional growth and development.
• Appreciation and understanding of the Labs’ unique mission, values, and culture.
• An understanding of best practices and trends in K-12 settings, awareness of the nuances of the Lab, and the ability to effectively work with all constituents through a lens of respect and humility.
• Demonstrated commitment to community policing techniques as well as a solid customer service approach.
• An ability to serve as a knowledgeable information resource for the Lab staff, faculty, and parents, ensuring their needs/concerns are adequately addressed.
• Authentic communicator with exceptional interpersonal, oral, listening, and written communication skills and the ability to artfully speak to a variety of audiences while inspiring confidence in his/her abilities as well as the security team.
• Highly energetic individual with a strong sense of self and ability to appropriately infuse humor and enthusiasm into the workplace and campus community.
• Team player with a high level of professional ethics, personal integrity, and the ability to inspire confidence in all constituents.
• A transformative, innovative, and collaborative leader with a readiness to try new ideas and approaches.
• Passion for serving in an educational environment with high emotional intelligence and an ability to build strong rapport with students, parents, faculty, and staff.
• Strong community builder and collaborator, capable of building bridges to departments, faculty, staff, students, and the larger Lab community.
• Ability to build a strong, empowered, well-trained team with positive morale throughout the department.
• Strong systems thinker with the ability to understand complex issues and devise well-thought-out solutions.
• Cultural competency, with a true appreciation for and experience working with a diverse student population.
• Strong understanding and experience with emergency management plans, emergency preparedness, emergency communications, critical incident response, and the skill to train/drill students, faculty, and staff on how to respond in emergency situations.
• A high level of professional ethics and personal integrity.
History of the Position

In 2013, after a series of assessments, the Associate Vice President of Safety & Security, determined the Laboratory Schools needed their own security team and created the Director of Security position as well as a dedicated security team. Initially, individuals currently employed with the UCPD were selected to serve at the Laboratory Schools along with the assistance of contract security. The first director established a strong foundation for this position, diligently working to create sound policies and procedures, while making
genuine connections with the students, parents, faculty, and staff. After two years, this individual left the Lab as he received a promotion and assumed more responsibilities within the UCPD. Since the spring of 2015 this position has been filled by two different individuals, with the last director serving until the conclusion of the 2017-2018 academic year.
In transitioning to the University of Chicago Laboratory Schools, the director will encounter the following opportunities, priorities, and challenges, as shared by key stakeholders:

- It is vital to have a director with both safety and security experience as well as strong people skills. The new director must work with a wide array of stakeholders, including young students and their parents. It is imperative the director understands how to effectively communicate with all stakeholders and inherently appreciates the
complexities of these relationships and this position.

- The director must have the aptitude to think broadly, critically, and creatively, and envision best practices for the Schools in numerous areas. While the director will certainly be involved with the day-to-day management of the program, it is hoped that the director will take on broader leadership to emphasize emerging trends for school safety and security.
- The director needs to clearly outline vision, goals, expectations, and policies and procedures and share those openly within the Lab community.
- In collaboration with the Operations team, event management and support will also be a role for the director and security staff. From athletic events, to concerts and speakers, to special programs—the director will be a part of teams working to ensure safe and well-managed events.
- Stakeholders would welcome a highly visible director; one who is actively engaged within the Lab community, attending functions to support the students, as well as serving in an official capacity as needed.
- Diversity, equity, and inclusion are an important part of the University of Chicago and the Lab community, and the director needs to be a leader in supporting diversity and inclusion.
- Stakeholders clearly want a director who is motivated by the opportunity to lead the security program at Lab. Staff and senior administrators want someone who is progressive and dynamic, and who approaches the job with a sense of passion, curiosity, and enthusiasm.
- Evaluation of Labs’ comprehensive operating policies and procedures, with recommendations necessary for revisions or additions reflecting current best practices nationally for K-12 education security. The director should ensure that the appropriate constituency groups are well-informed of the policies and procedures and that enforcement is uniformly practiced.
- Create thorough training practices and improve all aspects of departmental training utilizing current techniques to ensure security staff are well-versed in best practices and protocols.
- The security staff needs a director who has knowledge of their work, values open communication, and will work to better define roles and expectations. They would like to receive timely information as well as share their knowledge and opinions on topics impacting their work. Regularly scheduled staff meetings would be welcome events.
- Lab operates in a highly demanding environment with a unionized faculty and active
parents. The new director must fully appreciate this and find ways in which to effectively communicate and/or partner with all constituents.

- The unique reporting structure of this position provides an interesting challenge as the director essentially reports to three different supervisors while also listening to the needs of students, parents, faculty, staff, and the security team.
Measures of Success for the Position

At an appropriate interval after joining the University of Chicago Laboratory Schools, the following items will initially define success for the new director. The new director will have:

- become a key partner within Lab through strong relationships at all levels of the school and the Department of Safety and Security and active engagement within the Lab community;
- skillfully utilized the practice of constituency management;
• learned the culture of Lab and how to most effectively work within this environment;
• ascertained the values of Lab in terms of safety and security and will be working towards integrating these values in all endeavors;
• earned the trust of the community, which will result in demonstrated confidence in the Director of Security as well as the team;
• ensured that policies and procedure align with best practices and the administration of all policies and procedure are fair and consistent;
• worked toward a set of regularly scheduled activities focused on safety and security to enhance understanding, foster improvement, and maintain open communication;
• a professional, well-trained security team with increased morale and efficacy; and
• maintained all emergency protocols and executed drills and table-tops, along with the appropriate documentation of lessons learned to continue to improve safety and security.
An Overview of the Department of Safety & Security
The Department of Safety & Security is dedicated to promoting a safe and secure environment in which knowledge may be freely and rigorously pursued. To achieve this mission, we call upon our collective skills and expertise to provide an integrated safety program through collaborative partnerships, while adhering to our core values of:

- **Respect** – Engage members of the diverse community with dignity and compassion
- **Integrity** – Perform our duties with an unwavering commitment to a code of honesty
• **Service** – Serve with creativity and competence, and actively contribute to the well-being of our community through the understanding of its needs, values, and goals
• **Excellence** – Strive for the highest of standards in our work every day

The University of Chicago’s Department of Safety & Security began in the spring of 2008 when a Campus Safety and Security committee was organized. The committee recommended the formation of a department where all elements relating to campus security would be integrated into one entity. Today, the Department of Safety & Security (DSS) includes the following areas:
Campus Safety

- Accountability and Clery Compliance
- Security and Law Enforcement Systems
- Security Services
- University of Chicago Charter School Security
- University of Chicago Laboratory Schools Security
The Campus Safety Division of the Department of Safety & Security is responsible for the following areas: Accountability and Compliance, Security and Law Enforcement Systems, Security Services, and security for the University of Chicago Laboratory Schools and the University of Chicago Charter School.

Security and Law Enforcement Systems manages the University’s electronic safety and security resources. This includes the network of cameras, access control, alarms, and the emergency phones located throughout campus.

The Security Services unit oversees the contract security officers posted throughout the campus area. This unit also oversees security for the University of Chicago Charter School campuses and the University of Chicago Laboratory Schools.

The Campus Safety Division is also responsible for accountability and Clery Act compliance.
Emergency Management and Communications

The University of Chicago’s Comprehensive Emergency Management Program outlines strategies to protect the life safety of University students, faculty, and staff, and to preserve University property and assets in the event of an emergency. The Emergency Management website is a resource the University community can use to receive information on how to prepare for emergencies and how to protect themselves from the effects of an emergency.
Environmental Health and Safety provides services and support for efficient, effective, and compliant work practices while promoting a culture of shared responsibility by students, faculty, staff, and visitors for a healthy, safe, and environmentally sound educational and research community at the University of Chicago.
Transportation & Parking Services

Transportation & Parking Services provides University of Chicago members with a variety of transportation and parking options on campus, as well as safe, efficient, and sustainable options for anyone traveling around campus or going to and from the Hyde Park area.
The University of Chicago Police Department (UCPD) is a full service, CALEA-accredited police department serving the University of Chicago and surrounding areas from 37th
Street to 64th Street, and Cottage Grove Avenue to Lake Shore Drive. Members of the department are committed to conducting their work in a respectful and dignified manner while providing a safe environment for those who live, learn, and work in our community.

2017 Annual Report
Eric M. Heath is the Associate Vice President for Safety & Security. Eric has administrative and operational responsibility for the Department of Safety & Security, which includes the University of Chicago Police Department, Environmental Health and Safety, Emergency Management, Transportation & Parking Services, and Campus Safety. Eric graduated from the University of Arkansas with both a Bachelor and Master of Arts degrees in Sociology, attended the Northwestern University’s School of Police Staff & Command, and served in
the U.S. Armed Forces. Prior to returning to the University of Chicago, Eric was the Assistant Vice President for Public Safety and Chief of Police at George Mason University.
Michael Kwiatkowski is the Executive Director for Campus Safety. In this role, Michael is responsible for operational oversight of Campus Safety, which includes the University of Chicago Charter School Security, the University of Chicago Laboratory School Security, the Allied Universal security services contract, Security and Law Enforcement Systems, Accountability, and Clery Compliance. Michael is a graduate of Michigan State University and the Northwestern University School of Police Staff and Command. Prior to assuming
this role, Michael served as a Deputy Chief for the University of Chicago Police Department.
Institutional Background

On July 9, 1890, the University’s founders defined what they believed would build an enduring legacy: a commitment to rigorous academics for people of all backgrounds, including “opportunities for all departments of higher education to persons of both sexes on equal terms.”

An initial pledge of $600,000 (more than $25 million in today’s currency) from John D. Rockefeller, along with contributions from the American Baptist Education Society and land
from Marshall Field, helped to found the University of Chicago.

William Rainey Harper, the University’s first president, envisioned a university that was “bran splinter new, yet as solid as the ancient hills”—a modern research university that would combine an English-style undergraduate college and a German-style graduate research institute. The University’s first buildings were modeled after the English Gothic architectural style used at Oxford, complete with towers, spires, cloisters, and grotesques. The campus landscape was shaped by legendary landscape architect Frederick Law Olmsted’s designs for the 1893 Worlds Columbian Exposition, which was just a short walk from where the University held its first classes.

Harper recruited the highest quality faculty possible, including several college presidents, who were drawn to the University of Chicago by the idea of a community of great scholars. In his address marking the University’s 1902 decennial, Harper reminded his audience of the University’s most important tradition: “Complete freedom of speech on all subjects,” he declared, “has from the beginning been regarded as fundamental in the University of Chicago. This principle can neither now nor at any future time be called in question.”

By 1910, the University had developed a variety of traditions, including a coat of arms bearing a phoenix emerging from the flames and a Latin motto, Crescat scientia; vita excolatur (“Let knowledge grow from more to more; and so be human life enriched”). In 1894, maroon had become the University’s official color and “the Maroons” its nickname.

In 1907, the University of Chicago’s first Nobel laureate, Albert A. Michelson—the first of many Nobel laureates from the University, as well as the first American to win a Nobel Prize in any of the sciences—was recognized for his breakthrough advancements in measuring the speed of light. Since then, University faculty, scholars, students, and alumni have been recognized with the highest international honors in their fields.

In 2006, current president Robert J. Zimmer said in his inaugural address, “If we take ourselves back to the University in its early years . . . many of us connected to the University feel that we might just as easily have been there.

“Why is this? The University of Chicago, from its very inception, has been driven by a singular focus on inquiry. Everything about the University of Chicago that we recognize as distinctive flows from this commitment.”
Motto

*Crescat scientia; vita excolatur*

Let knowledge grow from more to more; and so be human life enriched
Because the Laboratory Schools are part of the world-renowned University of Chicago, the importance of intellectual life—of thought and exploration—infuses everything they do across all aspects of their curriculum.

Lab’s history is firmly rooted in experiential learning—an approach that enriches the educational experience for their students and contributes to Lab’s reputation as one of the finest pre-collegiate schools in the world.
All of this starts each morning when the teachers and staff arrive at school committed to giving the children the best possible education. And it ends when their graduates head out into the world with confidence and the knowledge that they are part of an exceptional and unique community.

To choose to be part of the Laboratory Schools is to embrace deeply held and widely shared values:

- They believe in the power of the human intellect and the importance of education.
- They believe that learning is an ongoing process that knows no boundaries, no end point.
- They believe that differences strengthen their community.
- They believe that those around them should inspire, support, and—yes—challenge them to work to their fullest potential.

Theirs is a supportive learning environment that encourages curiosity and creativity, celebrates new ideas, and engages people who possess a broad variety of experiences and backgrounds. Students learn to think independently and critically, to explore challenging ideas, and to celebrate the diversity of the school community.

All around Lab is evidence of a life of learning—students and families who are fully engaged, faculty who would not want to teach anywhere else, and the unparalleled University of Chicago setting that enriches the community and resources in incomparable ways.
The Laboratory Schools are home to the youngest members of the University of Chicago’s academic community. We ignite and nurture an enduring spirit of scholarship, curiosity, creativity, and confidence. We value learning experientially, exhibiting kindness, and honoring diversity.
School Leadership
Charlie has been the director of the Laboratory Schools since July of 2017. Prior to Lab, he was Head of the Barrie School in Silver Spring, Maryland, a position he began in 2010. Prior to that, he oversaw investments for the World Bank in educational programs and schools in Indonesia, China, and Mongolia and conducted policy analysis and aided capacity building with ministries of education and local governments across East Asia and other countries including Latvia, Uganda, Tanzania, Zimbabwe, Brazil, Guatemala, and Colombia. Charlie
also managed leadership development programs for World Bank staff as well as programs on language and culture. Earlier in his career, Charlie served for three years as principal of the Janney Elementary School in Washington, DC, while on leave from the World Bank.

At Barrie, Charlie was instrumental in strengthening academic programs by promoting coherence across divisions, ensuring coordination between the divisions (which are physically separated on campus), and pedagogical innovation. The school, under his leadership, significantly advanced the way in which educational spaces could be reimagined to promote collaboration. He developed a teaching fellow and intern program and formed partnerships that attracted guest artists and visiting teachers from other countries. The school formed local and global partnerships that afforded students and faculty new opportunities to contribute to outside organizations and benefit from the linkages. The school also grew its international student population and links to other schools abroad, and, with Charlie’s leadership, became a convener of other educators on important topics in education.
About Hyde Park

Located roughly six miles south of the Chicago Loop, Hyde Park combines the culture and convenience of city life with the greenery one might expect of a suburban environment. The blend of urban metropolis meets small-town setting is an excellent backdrop for Chicagoans who seek a historic, diverse neighborhood with modern amenities and new residential growth.

Originally a southern suburb of Chicago, Hyde Park was assimilated into the city, and its
land was then used to host the 1893 Worlds Columbian Exposition. Today, the area of the exposition has become Jackson Park: 600 acres of lakefront space that provides a picturesque plot for all manner of exercise, recreation, and mental stimulation. For those interested in exercising their minds as well as their legs (and with a number of biking and jogging trails, there are plenty of ways to give those legs a workout), Hyde Park is home to the Museum of Science and Industry. The museum building is one of the two remaining structures from the Columbian Exposition (the other is the Golden Lady sculpture, also worth checking). The Museum of Science and Industry is an all-around good time for families, students, tourists, and those who live in the neighborhood, just minutes from the site. The sprawling museum grounds are a whirlwind of excitement, including giant spherical movie screens, submarine tours, model green homes, and countless other exhibits, both permanent and touring.

Though the area experienced an economic decline in the 1950s, as did much of Chicago’s South Side, Hyde Park recovered in the 1960s when a massive urban renewal project helped turn the neighborhood into the healthy community it is today. Now, the streets of Hyde Park are packed with a variety of shops, restaurants, and parks that cater to students and permanent residents. The diverse neighborhood has also proven itself an attractive place for families due to its plentiful playgrounds, public green spaces, affordable homes, and good schools.

In addition to a number of excellent elementary, junior high, and high schools, Hyde Park is home to the University of Chicago. Nestled in the center of the neighborhood, the University of Chicago is one of the top college-level institutions in the world. In addition to offering undergraduate, graduate, and research opportunities to students, the University has benefited the Hyde Park community, playing a major role in the area’s revitalization over the years. The university is home to museums and public programs that support the non-student population of Hyde Park and create a culturally well-rounded neighborhood in one of the city’s most historic spots.

For more information, visit the Chamber of Commerce at http://hydeparkchamberchicago.org/.
Leadership
On July 1, 2006, Robert J. Zimmer became the 13th President of the University of Chicago.

Prior to his appointment as President, Zimmer was a University of Chicago faculty member and administrator for more than two decades specializing in the mathematical fields of geometry, particularly ergodic theory, Lie groups, and differential geometry. As a University of Chicago administrator, Zimmer served as Chairman of the Mathematics Department, Deputy Provost, and Vice President for Research and for Argonne National Laboratory. He
also served as Provost at Brown University from 2002 to 2006, returning to Chicago in 2006 to become President of the University.

As President of the University, he serves as Chair of the Board of Governors of Argonne National Laboratory; Chair of the Board of Directors of Fermi Research Alliance LLC, the operator of Fermi National Accelerator Laboratory; and Chair of the Board of Trustees of the Marine Biological Laboratory. He is a fellow of the American Academy of Arts and Sciences and the American Association for the Advancement of Science. He was a member of the National Science Board, the governing body of the National Science Foundation, from 2011 to 2016 and also served on the President’s Committee on the National Medal of Science from 2008 to 2010.

President Zimmer is the author of three books, Ergodic Theory and Semisimple Groups (1984), Essential Results of Functional Analysis (1990), and Ergodic Theory, Groups, and Geometry (2008), and more than 80 mathematical research articles. He served on the Board of Mathematical Sciences of the National Research Council from 1992 to 1995, and was on the executive committee from 1993 to 1995. Zimmer held the title of Max Mason Distinguished Service Professor of Mathematics at Chicago before leaving for Brown, where he was the Ford Foundation Professor of Mathematics in addition to being Provost.

He earned his AB, summa cum laude, from Brandeis University in 1968, and a PhD in mathematics from Harvard University in 1975, and joined the Chicago faculty as an L.E. Dickson Instructor of Mathematics in 1977. He was also on the faculty of the U.S. Naval Academy from 1975 to 1977 and has held visiting positions at Harvard University and at institutions in Israel, France, Australia, Switzerland, and Italy.

President Zimmer has honorary degrees from Tsinghua University and Colby College. In 2017 he was given the Philip Merrill Award for Outstanding Contributions to Liberal Arts Education by the American Council of Trustees and Alumni (ACTA). He is a frequent commentator on free expression and academic freedom.
Academic Programs

- Biological Sciences Division
- Chicago Booth School of Business
- The College
- Divinity School
- Graham School of Continuing Liberal and Professional Studies
- Harris School of Public Policy Studies
• Humanities Division
• Law School
• Institute for Molecular Engineering
• Oriental Institute
• Physical Sciences Division
• Pritzker School of Medicine
• School of Social Service Administration
• Social Sciences Division
• Laboratory Schools
• Charter School
• Summer Session
The Student Body

Students

- 6,286 undergraduate students
- 10,159 graduate, professional, and other students

Faculty
• 2,377 full-time faculty

Alumni
• 182,000 alumni worldwide

Academics
• 52 majors and 41 minors in the undergraduate College
• 5 divisions and 6 professional schools for graduate study
Benefits Overview

- Medical Plans
- Dental Plans
- Vision Plans
- Flexible Spending Accounts
- Health Savings Accounts
- Life and Disability Insurance Programs
- Long-Term Care Insurance
- Staff and Faculty Assistance Program
- Retirement Plans
- Tuition Plans

For more information, visit [http://humanresources.uchicago.edu/](http://humanresources.uchicago.edu/).
Review of applications will begin immediately, and continue until the position is filled. To apply for this position please click on the Apply button, complete the brief application process, and upload your resume and position-specific cover letter. Nominations for this position may be emailed to Heather J. Larabee at hjl@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Visit the University of Chicago website at www.uchicago.edu.

The University of Chicago is an equal opportunity, affirmative action employer.