

Title: Project Associate

Reports to: Research Manager

Who We Are:

By 2050, the global urban population will nearly double to 6.4 billion. This unprecedented growth in the global urban population creates incredible opportunities but also intensifies the most difficult problems cities face, such as concentrated poverty, crime, poor-quality schooling, and pollution. The University of Chicago founded Urban Labs to help address these challenges. Urban Labs is a set of highly synergistic labs focused on undertaking inquiry and having impact on five essential dimensions of urban life: *crime, education, health, poverty, and energy & environment*. Urban Labs partners with cities to identify and rigorously evaluate the policies and programs with the greatest potential to improve human lives at scale. Urban Labs' evidence-based approach gives policymakers and practitioners the knowledge they need to effectively achieve the greatest social good per dollar spent.

In sum, UChicago Urban Labs:

- Identifies promising solutions to urban challenges
- Tests the most promising urban policies and programs
- Scales-up the most effective and cost-efficient policies and programs

For more information about the UChicago Urban Labs, go to <http://urbanlabs.uchicago.edu/>.

The Role:

The University of Chicago Poverty Lab is seeking a Project Associate to support large-scale social policy research projects. This person will work on a portfolio of projects designed to test the effectiveness and cost-effectiveness of promising poverty interventions. The role will focus on increasing the evidence base around effective services to promote foundational stability, specifically access to stable housing (and preventing or ending homelessness), workforce development, and household financial stability.

This position requires an individual who is able to work as a part of small research teams running multiple projects concurrently. The position offers the opportunity to work directly with leading social policy researchers at the University of Chicago and government agency staff, as well as a team of administrative staff, project managers, and student research assistants from the Chicago office.

Duties and Responsibilities:

- Conducts thorough and critical reviews of relevant literature.
- Writes human subjects permission protocols and amendments for IRB permission, and obtains other research permits as needed.

- Assists with data collection, management, and analysis including cleaning and assembling the files for data analysis, and conducts field research as needed.
- Prepares sections of research results, including proofing, formatting and creating tables and graphs.
- Assists with the coordination of research activities, communications with partner agencies, and managing project deliverables.
- Assists in writing grant proposals and preparing presentations targeting both policymakers and academic audiences.
- Other duties as assigned.

Education:

- Bachelor's degree in economics, sociology, public policy or other relevant field required

Experience:

- A minimum of one year of relevant research experience required. Experience gained in school counts towards requirement.
- Experience managing datasets preferred. Experience working on field experiments preferred. Experience working with Stata or other statistical software packages preferred.

Competencies:

- Strong interest in social policy required.
- Strong leadership, interpersonal, oral, and written communication skills required.
- Ability to manage multiple projects simultaneously and meet tight deadlines required.
- Excellent organizational skills and attention to detail required.
- Excellent data visualization ability required.
- Ability to work both independently and as a team member required.
- Ability to work discretely with sensitive and confidential data required.
- Knowledge and understanding of criminal justice and/or education policy literature strongly preferred.
- Strong quantitative skills preferred.
- Microsoft Word, Excel, and PowerPoint skills required.

To Apply:

Submit resume, cover letter, writing sample, and transcripts to the University of Chicago's Workday System. Search for requisition number, **JR03034**. Please find instructions on how to access the application below.

- **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 at <https://uchicago.wd5.myworkdayjobs.com/en-US/External>.

- **If you have questions about the Workday application system, please contact:**
https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bcaf3244b02d.

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