Title: Temporary Data Analyst Intern

Our Focus

For generations, government policies and institutional choices have excluded many Americans from opportunities for education, employment, and wealth creation. Ending intergenerational poverty and building an inclusive economy—one that provides real economic opportunities for all communities—requires collaboration across sectors, as well as scientific evidence about what works and what doesn’t. Traditional research can take years, and the results often don’t reach those who need the information most—the people living with and working on these issues. The University of Chicago Inclusive Economy Lab solves this by working with policymakers, organizations, and communities to identify their most urgent and pressing challenges, co-generate evidence about what works, and translate that evidence into real policy changes that expand economic opportunity and improve lives.

Founded in 2015, The University of Chicago Inclusive Economy Lab conducts rigorous research that expands economic opportunity for people harmed by discrimination, disinvestment, and segregation. One of five Urban Labs based at the Harris School of Public Policy, the Inclusive Economy Lab is led by Pritzker Director Marianne Bertrand, Chris P. Dialynas Distinguished Service Professor of Economics at the Booth School of Business.

We partner with policymakers, community-based organizations and others to identify their most urgent and pressing challenges, co-generate evidence about what works, and translate findings into policy changes that end intergenerational poverty. By identifying barriers to social mobility and racial equity and highlighting the programs and policies that have the most positive impact, our work creates aims to create greater economic opportunity. We specialize in evaluating programs with the potential to improve lives in four main areas:

• College and Career Success
• Housing Stability
• Financial Security
• Quality Jobs
Our Values

- **Conduct science in service of cities**: We feel a sense of urgency to do research that improves people's lives. We select projects that lead to solutions for policy, practice, and increased investments on the ground. Our research is rigorous and informed by the historic and current contexts that shape urban residents' lives.
- **Foster lasting relationships**: We collaborate with policymakers, practitioners, and people with lived experience to understand multiple perspectives and figure out what works.
- **Elevate equity & inclusion**: We aim to hire people with a range of personal and professional backgrounds, skillsets, and identities. We expand access to evaluation for a broad range of organizations and we conduct work that affirms the dignity of all people.
- **Check our privilege**: We recognize the power and privilege we have as members of the University of Chicago. We practice humility and recognize that expertise comes in many forms and there are limits to our own.
- **Embrace a growth mindset**: We invest in our people and develop our skills and content knowledge together. We work respectfully as a team to achieve our shared goals.

Job Summary

The Data Analyst summer internship is a great opportunity to gain a deeper understanding of analytical research and to further develop research skills. This position will be full-time for approximately 37.5 hours per week. Please note that this role can be remote or hybrid in our office located in downtown Chicago at 111 W. Washington Street.
Responsibilities:

- Prepares sections of research results, including proofing, formatting and creating tables and graphs and communicates/presents results effectively to project managers.
- Data entry, reviewing and cleaning
- Creating data visualizations and summary statistics
- Writing, formatting, and editing reports and works for dissemination
- Administrative tasks
- Performs other related work as needed

Competencies

- Ability to engage thoughtfully with issues related to race, identity, and equity and work across difference required
- Demonstrated experience working with communities that have experienced segregation and disinvestment
- First generation college students and those with lived experience in communities experiencing poverty and disinvestment are encouraged to apply.
- Demonstrates knowledge of research theory, methods, and literature
- Excellent interpersonal, oral, and written communication skills
- Demonstrated ability to manage multiple projects simultaneously and meet tight deadlines
- Ability to work both independently and to collaborate with others, both on internal teams and with external partners
- Excellent organizational skills and attention to detail
- Ability to work discretely with sensitive and confidential data
- Microsoft Word, Excel, and PowerPoint skills

Technical Knowledge or Skills:

- Experience with at least one statistical package required, STATA, Python or R strongly (and relevant libraries) preferred
- Experience with data visualization
- Experience with data cleaning / manipulation
- Experience with version control software (Git preferred)
- Experience with Microsoft Office Suite required
Preferred Education

- Significant progress towards a college degree

To Apply:

Please submit your resume, cover letter and your ranked areas of interest (College and Career Success, Housing Stability, Financial Security and Quality Jobs) to requisition JR14693

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