

**Job Title:** Project Management Research Assistant (Internship)

**Reporting To:** Research Manager

**Job Requisition:** JR20264

**Projected Start Date:** Summer 2023

## Who We Are

In cities across the country, people face high rates of gun violence, under-resourced schools, and social harms associated with the criminal justice system -- all of which disproportionately impact people of color. These inequalities have profound consequences on public safety and opportunity. As a society we have failed to address these challenges, in part, because of our lack of understanding of the most effective and cost-effective solutions that can have a real impact on people's lives. We believe that rigorous research can help.

The University of Chicago Crime Lab and Education Lab partner with cities and communities to use data and rigorous research to design, test, and scale programs and policies that enhance public safety, improve educational outcomes, and advance justice. Our mission is to combine world-class data science and research, in partnership with government agencies, to substantially improve the effectiveness of the public sector and achieve impact at scale.

To learn more about the Crime Lab and Education Lab, visit <https://urbanlabs.uchicago.edu/labs/crime>.

## The Role

The temporary Research Assistant summer internship is a great opportunity to gain a deeper understanding of social policy research and to develop research skills. This position will be full-time for approximately 30 hours per week.

## Duties and Responsibilities

- Assist with project implementation tasks such as notetaking, documenting project activities, preparing meeting agendas and other materials, managing internal team communication.
- Conduct literature reviews of relevant policy and research topics
- Writing, formatting, and editing reports and works for dissemination
- Coordinate with internal and external partners
- Performs other related tasks as necessary

## Competencies

- Interest in and aptitude for developing practical understanding of social policy research required.
- Excellent verbal and written communication skills with the ability to synthesize multiple sources required.
- Strong initiative and a resourceful approach to problem-solving and learning are required.
- Ability to work independently and as part of a team required.
- Strong attention to detail and organizational skills required.
- Sound critical thinking skills required.
- Knowledge of the substantive policy area strongly preferred.

### **Education**

Significant progress towards a degree in a social science discipline such as economics, public policy, or sociology with coursework in basic research concepts and methods.

### **Technical Knowledge or Skills**

Proficiency with Microsoft Office Suite required.

### **To Apply**

Employees must comply with the University's COVID-19 vaccination requirements. More information about the requirements can be found on the [University of Chicago Vaccination GoForward](#).

We seek a diverse pool of applicants who wish to join an academic community that places the highest value on rigorous inquiry and encourages a diversity of perspectives, experiences, groups of individuals, and ideas to inform and stimulate intellectual challenge, engagement, and exchange.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability.

The University of Chicago is an Affirmative Action / Equal Opportunity / Disabled / Veterans Employer.

**Please submit a resume, cover letter, and reference contact information** to UChicago's Workday system. Within the Workday system, this listing can be found by the position title or by the requisition number, **JR20264**.

**If you have an active UChicago Workday account**, you will need to complete the Internal Candidate application process. Simply log in to Workday and select the career worklet to begin.

**External candidates** should apply at <https://uchicago.wd5.myworkdayjobs.com/External>.

**If you have questions about the Workday system**, please contact our Shared Services department at <https://services.uchicago.edu>

Job seekers in need of a reasonable accommodation to complete the application process may contact the Shared Services Office by calling 773-702-5800 or by emailing [shareservices@uchicago.edu](mailto:shareservices@uchicago.edu) with their request.