

Urban Labs Title: Policy Research Assistant, Academic Year Internship**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 and 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 temporary Research Assistant academic year internship is a great opportunity to gain a deeper understanding of policy research and to develop research skills. The position will be part-time for approximately 10-15 hours per week. Please note that our office is located in downtown Chicago at 33 N. LaSalle Street.

Responsibilities:

- Policy research and analysis
- Literature reviews
- Project development
- Data entry, reviewing and cleaning
- Statistical analysis
- Writing, formatting, and editing reports and works for dissemination
- Administrative tasks

Competencies:

- Knowledge of the substantive policy area strongly
- Excellent verbal and written communication skills with the ability to synthesize multiple sources required
- Strong interpersonal skills are required
- Strong initiative and a resourceful approach to problem-solving and learning are required

Page 2 of 2

- Ability to work independently and as part of a team required
- Sound critical thinking skills required
- Strong attention to detail with superb organization skills required
- Superb analytic skills and attention to detail

Education

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

Technical Knowledge or Skills:

- Basic data analysis skills, with the ability to use Excel, STATA, or SPSS strongly preferred. Proficiency with Microsoft Office Suite required.

To Apply: please submit a resume and cover letter to specific Lab of interest. Learn more about each Lab on our Urban Labs website.

- Crime Lab & Education Lab: **JR05945**
- Poverty Lab: **JR06245**

Learn more about each of our labs at our website: <https://urbanlabs.uchicago.edu>

If you have questions about the Workday application system, please contact:

https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bc3244b02d.

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 to the specific Lab(s) at <https://uchicago.wd5.myworkdayjobs.com/en-US/External>

The University of Chicago is an Affirmative Action/Equal Opportunity/Disabled/Veterans Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law.

Staff Job seekers in need of a reasonable accommodation to complete the application process should call 773-702-5800 or submit a request via Applicant Inquiry Form.