Title: Project Associate

The Role: The University of Chicago Health 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 health interventions. The role will primarily focus on supporting the Supportive Release Center (SRC) study, a randomized controlled trial (RCT) evaluating the effectiveness of a post-release mental health intervention at the Cook County Jail. The position offers the opportunity to work directly with leading social policy researchers at the University of Chicago, government agency staff, and nonprofit partners, as well as a team of administrative staff, project managers, and student research assistants from the Chicago office. Note that while the start date is asap, exceptions can be made for individuals who are graduating from master’s programs in the Fall and are able to work approximately 20 hours per week until available to begin full-time.

Responsibilities:

- Manages implementation of the SRC study in the field, including primary data collection, while ensuring fidelity to research ethics and study design.
- Oversees quality control of primary materials and data entry, including maintaining the study’s Microsoft Access database.
- Responsible for hiring, training, and managing Health Lab research assistants working in the field for the SRC study.
- Assists in writing grant proposals, prepares human subjects permission protocols and amendments for IRB permission, and obtains other research permits as needed.
- Coordinates with partners, building and maintaining positive relationships in order to achieve project goals.
- Prepares results for memos, spreadsheets, and presentations targeting practitioners, policymakers and academic researchers.
- Conducts field research and data entry as needed.
- Other duties as assigned.

Competencies:

- Strong interest in social policy required.
- Strong written and verbal communication skills required.
• Ability to manage multiple projects simultaneously and meet tight deadlines required.
• Excellent organizational skills and attention to detail required.
• Ability to work both independently and as a team member required.
• Ability to work discretely with sensitive and confidential data required.
• Able to work as part of a small research team.

Education, Experience or Certifications:
• Bachelor's degree in economics, sociology, public policy or other relevant social science field required.
• A minimum of one year of relevant research experience required.
• Experience working on field experiments preferred.
• Familiarity with randomized controlled trials preferred.
• Experience working with access databases preferred.

Required Documents:
• Resume
• Cover Letter
• Writing Sample
• Unofficial Transcript

To Apply: Please submit a resume, cover letter, three professional reference, writing sample, and transcript to Workday, requisition number JR06098. Please note, when applying, all documents MUST be uploaded under the Resume/CV section of the application. Please be advised that this job announcement is formatted differently on the University of Chicago “Workday” Job Board. 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 position at: https://uchicago.wd5.myworkdayjobs.com/en-US/External/job/Illinois-Chicago/Project-Associate_JR06098

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