

Title: Project Associate

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 University of Chicago Inclusive Economy Lab is seeking a Project Associate to support social policy experiments and data analytic projects focused on quality jobs and employment outcomes. This position will also support work related to criminal legal supports and developing community engaged research processes.

This person will report to a project manager and work as part of a small research team running multiple projects concurrently. The position offers the opportunity to work directly with leading social policy researchers at the University of Chicago and other affiliate academic institutions, partners in the public and nonprofit sectors, people with lived experience, and a team of administrative staff, other project associates and managers, research analysts, and student research assistants

Responsibilities: Contributes to the foundational activities of research studies and analytic projects, including:

- Conducting thorough and critical reviews of relevant literature and best practice policy scans
- Writes human subjects permission protocols and amendments for IRB permission with support from manager, and obtains other research permits as needed
- Assists with the development of data collection protocols, management, and analysis, and conducts field research as needed
- Prepares sections of research results for reports, presentations, blog posts, and dissemination events, 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
- Provides administrative support for a research project
- Helps build the culture of the organization by joining enterprise-wide committees
- Performs other related work as needed

Preferred Education and Experience

- Bachelor's degree
- First generation college students and those with lived experience in communities experiencing poverty and disinvestment are encouraged to apply.

Preferred 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
- Demonstrates an interest in and some knowledge of research theory, methods, and literature
- Excellent interpersonal, oral, and written communication skills
- Demonstrated ability to manage multiple tasks 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
- Ability to navigate ambiguity during times of transition
- Ability to think independently and offer constructive upward feedback
- Microsoft Word, Excel, and PowerPoint skills

To Apply:

Submit resume, cover letter, writing sample, and transcripts to, requisition [JR19021](#). Finalists for this position may be required to present on a research project as part of the interview process.

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