Poverty Lab Title: Project Associate  
Location: Chicago, IL  
Reporting to: Research Manager  

Our Focus
We launched the University of Chicago Poverty Lab in 2015 to conduct rigorous research that leads to greater economic opportunity for communities harmed by disinvestment and segregation. We do this by working closely with policymakers, community-based organizations and others to generate rigorous evidence about how to remove barriers to social mobility and racial equity.

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.

Who We Are
The Poverty Lab is led by Marianne Bertrand, the Chris P. Dialynas Distinguished Service Professor of Economics at the University of Chicago Booth School of Business, Co-Director of Social Enterprise Initiative at Booth, and Director of the University of Chicago Poverty Lab. Her research, which covers labor economics, corporate finance, and development economics, has been published widely. She is a member of the board of directors for the Abdul Latif Jameel Poverty Action Lab at the Massachusetts Institute of Technology.

Our team currently consists of an Executive Director, Scientific Director and 25 full-time staff, including data analysts and program managers at our main office in downtown Chicago. Our constantly evolving portfolio of projects spans workforce development, housing and homelessness, post-secondary education, and income support policies. Our work includes several projects focused on the application of machine learning algorithms to improve the design and targeting of interventions.
Job Summary
The University of Chicago Poverty Lab is seeking a Project Associate with strong technical skills to support large-scale social policy research projects. This person will work on a portfolio of projects studying the effectiveness of various kinds of supports for community college students. This position requires an individual who is able to work as part of a small research teams running multiple projects concurrently while working directly with leading social policy researchers at the University of Chicago and City Colleges of Chicago, as well as an experienced team of data scientists, administrative staff, and project managers. Full time applicants are preferred, but applicants that will start part time and transition to full time at a later date will also be considered.

Responsibilities:
- Conducts thorough and critical reviews of relevant literature
- Writes human subjects permission protocols and amendments for IRB permission, and obtains other research permits as needed
- Assists with data collection, management, and analysis including cleaning and assembling the files for data analysis, and conducts field research as needed
- Prepares sections of research results, 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
- Other duties as assigned.

Education and Experience
- Bachelor’s degree in sociology, public policy, economics, education, or other relevant field required
- Some relevant research experience required (experience gained in school counts toward requirement)
- Some relevant experience working with community college populations or at a community college preferred
- First generation college students and community college alumni are encouraged to apply

Competencies
- 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 independently with sensitive and confidential data
- Microsoft Word, Excel, and PowerPoint skills

To Apply: Please submit a Resume, Cover Letter, and writing sample to the University’s Workday system, search for requisition number JR05999. 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/External
- If you have questions about the Workday application system, please contact: https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bcaf3244b02d.

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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.