

Job Title: Project Associate (Project Management)

Reporting To: Senior Research Manager

Job Requisition: JR20291

Start Date: Spring/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 University of Chicago Crime Lab and Education Lab are seeking a Project Associate with strong project management skills. This position requires an individual who is able to work as part of small research teams running multiple projects concurrently. The position offers the opportunity to work directly with leading social policy researchers at the University of Chicago and government agency staff, as well as an experienced team of analysts, data scientists, administrative staff, and project managers.

Responsibilities

- 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

- Writes human subjects permission protocols and amendments for IRB permission, and obtains other research permits as needed
- Documents discussions and research activities with detailed notes and project logs
- Conducts thorough and critical reviews of relevant literature
- Assists with data collection, management, randomization, 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
- Performs other related work as needed

Education

- Bachelor's degree in sociology, public policy, economics, or other relevant field required.

Experience

- Minimum requirements include knowledge and skills developed through less than 2 years of work experience in a related job discipline
- Some relevant research experience required; experienced gained in school counts towards requirement

In addition, though none of the following are required for the position, candidates are encouraged to highlight experience in the following areas:

- Experience working on field experiments
- Experience working on large projects with multiple stakeholders

Competencies

- Strong and demonstrated interest in social policy preferred
- Knowledge and understanding of criminal justice and/or education policy literature strong preferred
- Demonstrated leadership skills preferred
- Evidence of effective communication skills – including interpersonal, oral, and written preferred.
- Ability to manage multiple projects simultaneously and meet tight deadlines preferred

- Demonstrated ability to work independently and to collaborate with others – both on internal teams and with external partners – preferred
- Ability to work discretely with sensitive and confidential data preferred
- Microsoft Word, Excel, and PowerPoint skills preferred

To Apply

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, **JR20291**.

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 sharedservices@uchicago.edu with their request.