

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

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 & 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 University of Chicago Crime Lab is seeking a Project Associate with strong project management skills. This position requires an individual who is able to work as a 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 data scientists, administrative staff, and project managers from the Chicago office. The Crime Lab is also hiring a Project Associate to support with data analysis. For more information on this position, please visit Urban Labs Careers page: <https://urbanlabs.uchicago.edu/careers>.

Duties and 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
- Other duties as assigned

Education

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

Experience

- Some relevant research experience required. Experience 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 strongly preferred.
- Demonstrated leadership skills preferred.
- Evidence of effective communication skills—including interpersonal, oral, and written preferred. Racial equity and inclusion (REI) competency preferred.
- Ability to manage multiple projects simultaneously and meet tight deadlines preferred.
- Excellent organizational skills and attention to detail preferred.
- Excellent data visualization ability 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:

Submit resume, cover letter, and three professional references to the University of Chicago's Workday System. Search for requisition number **JR04858**. The Crime Lab is also hiring a Project Associate to support with data analysis. You may find more information on the data position at Workday, job requisition number **JR03903**. **NOTE:** When applying, all required 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>

- **If you have questions about the Workday application system**, please contact:
https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bc0bcaf3244b02d.

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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.