Poverty Lab Title: Project Associate  
Location: Chicago, IL

Our Focus:
Concentrated poverty remains an endemic feature of American cities. Residents of low-income communities suffer higher rates of crime victimization and greater exposure to environmental contaminants. Their children experience worse schooling outcomes and limited access to healthy food. Many struggle with irregular employment and unstable housing. The path to social mobility is foreclosed by limited opportunities to gain new skills, and limited availability of affordable financial products. While social enterprises work hard to address these challenges with innovative solutions, policymakers and practitioners struggle to make sustained progress due to a lack of evidence about what works.

We launched the University of Chicago Poverty Lab in 2015 to test innovative approaches to addressing the intersecting challenges faced by low-income residents of our cities. We bring the best science and “big data” analysis possible to bear on the problem of policy design, leveraging government administrative data to guide local policy and to generate high-quality evidence about what works. We believe that carrying out this work in very close collaboration with policymakers helps keep us focused on the most important real-world problems, and increases the chances that our findings translate into real-world impact.

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 income supports. 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 University of Illinois, as well as an experienced team of data scientists, administrative staff, and project managers.
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, or other relevant field required
- Some relevant research experience required (experience gained in school counts toward requirement)

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

To Apply: Please submit a Resume, Cover Letter, writing sample, and references to the University’s Workday system, search for requisition number JR05639. 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/job/Illinois-Chicago/Project-Associate_JR05639
If you have questions about the Workday application system, please contact: https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671361666030c0bcaf3244b02d.

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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.