



**Job Title:** Lead Analyst  
**Location:** Chicago, IL  
**Full time or Part-time:** Full-time  
**Status of employee:** Staff (Benefits Eligible)

### **About the Unit:**

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 the Rustandy Center for Social Sector Innovation 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.

### **The Role:**

The job performs routine assignments related to scientific research projects. Ensures compliance of research activities with institutional, state, and federal regulatory policies, procedures, directives and mandates. Analyzes possible solutions using standard procedures. Writes articles, reports and manuscripts. Assists in drafting presentations on research findings.

### **Responsibilities**

- Works with partners to identify analytical approaches to solve specific research questions.
- Holds primary responsibility for data management and analysis of experimental and quasi-experimental evaluations.
- Cleans, merges, and matches data, and runs sampling and randomization across multiple projects.
- Prepares results of models for memos, spreadsheets, and presentations targeting both policymakers and academic researchers.
- Installs, sets up and performs experiments; interacting with students and other laboratory staff under the direction of the principal investigator.
- Maintains recruiting and scheduling research subjects; assisting with developing or amending study protocols; assisting with developing data collection tools; assisting with building databases; and providing general administrative support. Has general awareness in research techniques or methods, regulatory policies and procedures, and relevant scientific field.
- Performs other related work as needed.

### **Minimum Qualifications**

#### **Education:**

Minimum requirements include a college or university degree in related field.

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#### **Work Experience:**

Minimum requirements include knowledge and skills developed through < 2 years of work experience in a related job discipline.

### **Preferred Qualifications:**

#### **Education**

- Bachelor's degree in economics, sociology, public policy or other relevant social/mathematical science field.
- Coursework in econometrics and/or mathematical statistics.
- Master's degree.

#### **Experience**

- A minimum of one year of relevant research experience; experience gained in school counts towards requirement.
- Working knowledge with large and complex datasets.
- Proficiency with one or more languages such as R, Stata, Python, or SAS.
- Background with relational databases.
- Participation working on field experiments.
- Involved in working with GIS and UNIX servers.
- Familiarity with randomized controlled trials.

### **Preferred Competencies:**

- Knowledge of workforce development institutions and policy.
- Background working with local organizations in workforce development.
- Strong project management skills with exceptional attention to detail.
- Work independently in a fast-paced environment.
- Outstanding interpersonal skills and ability to maintain positive relationships with various stakeholders.
- Strong time management skills with a proven ability to multitask and to prioritize activities to successfully complete projects on tight deadlines with little supervision.
- Excellent written and verbal communication skills, with the ability to present data in a simple and straightforward way for non-technical audiences.
- Demonstrated ability to exercise sound judgment.

### **Application Documents**

- Resume/CV (required)
- Cover letter (required)
- Professional References Contact Information (required)

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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](#).

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.

Candidates should apply to the position at  
[https://uchicago.wd5.myworkdayjobs.com/External/job/Illinois-Chicago/Lead-Analyst\\_JR09597](https://uchicago.wd5.myworkdayjobs.com/External/job/Illinois-Chicago/Lead-Analyst_JR09597)