**Title:** Data Analyst Intern

**Our Focus**

The University of Chicago Inclusive Economy Lab (IEL) partners with policymakers, community-based organizations, and others to generate rigorous evidence that leads to greater economic opportunity for communities harmed by disinvestment and segregation.

Our team of principal investigators, data analysts, research managers, and operations personnel work collaboratively to conduct rigorous research on programs and policies in the following areas:

* College and Career Success
* Financial Security
* Housing Stability
* Quality Jobs

To learn more about IEL, including some of our projects and publications, please visit https://inclusiveeconomy.uchicago.edu.

**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 our policy, practice, and increased investments on the ground. Our research is rigorous and informed by the historic contexts that shape life in American cities.
* *Foster lasting relationships*: We collaborate with policymakers, practitioners, and people with lived experience to understand their perspectives and figure out what works.
* *Elevate equity and inclusion*: We 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 researchers at the University of Chicago. We practice humility, recognize that expertise comes in many forms, and know that 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.

**Job Summary**

Data Analyst Interns will assist project staff and faculty affiliates with quantitative data analysis tasks for their various research projects. We are looking for motivated individuals who are passionate about evidence-based policy and promoting economic stability and opportunity. This internship is a great opportunity to help you improve your research and data analysis skills, while contributing to rigorous research at IEL.

The position will be full-time for approximately 37.5 hours per week for a duration of 11 weeks. There will be two possible start dates: June 5th and June 20th.

Compensation: The hourly rate of pay for undergraduates is $17-20 and the hourly rate of pay for graduate students is $20-25.This role can be remote or hybrid in our office located in downtown Chicago.

**Responsibilities**

* Data entry, cleaning, and merging
* Creating data visualizations and summary statistics
* Analyzing data for descriptive, experimental, and quasi-experimental studies
* Writing, formatting, and editing technical sections of reports and works for dissemination
* Administrative tasks for IEL projects or operations
* Other related work as needed

**Qualifications**

Ideal candidates will possess the following:

Technical Knowledge

* First generation college students and those with lived experience in communities experiencing poverty and disinvestment are encouraged to apply.
* Experience with R or STATA
* Experience with data cleaning and manipulation
* Experience with version control software (Git preferred)
* Experience with Microsoft Office Suite

Skills

* Ability to work both independently and collaboratively with others
* Ability to work discretely with sensitive and confidential data
* Knowledge of research theory, methods, and literature
* Strong interpersonal, oral, and written communication skills
* Strong organizational skills and attention to detail

Preferred Education

* Significant progress towards or completion of a degree

**To Apply**

Please submit the following materials as soon as possible to requisition JRXXXXX:

* Resume
* Cover letter, including a list of the IEL program areas ranked by your level of interest (College and Career Success, Financial Security, Housing Stability, and Quality Jobs)

The Inclusive Economy Lab is committed to creating a team that reflects the diversity of Chicago and leverages the expertise of individuals with lived experience. Even if you do not feel that you satisfy 100% of the listed qualifications, we encourage you to apply if this role and the scope of work motivates you. We are always seeking out passionate individuals to join our team.

The University of Chicago is an Affirmative Action/Equal Opportunity/Disabled/Veterans Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law. For additional information, please see the University’ Notice of Nondiscrimination.

**Timeline**

* We will begin reviewing resumes in January on a rolling basis.
* Interviews will be conducted on a rolling basis until all positions are filled.
* Candidates asked to participate in interviews will be contacted [starting in February until March 31st,