

**Job Title:** Embedded Analyst

**Reporting To:** Director of Data and Analysis

**Location:** Chicago Public School Headquarter office (42 W Madison St Chicago) and Urban Labs office (33 N. LaSalle Chicago)

**Projected Start Date:** ASAP

## 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 UChicago Education Lab is seeking an Embedded Analyst with strong technical and communication skills to work in close partnership with the Chicago Public Schools (CPS). The embedded analyst will provide technical assistance to the CPS at the direction of the UChicago Education Lab Senior Research Director and senior officials within the district in order to advance mutual priorities focused on equitable service provision to the district's most vulnerable students.

The Analyst will be embedded at the Chicago Public Schools Headquarters in the Loop approximately 80% of the week and at the UChicago Crime Lab and Education Lab Loop office approximately 20% of the week.

This position requires an individual who is able to work as a part of small research and practitioner teams running multiple projects concurrently. The position offers the opportunity to work directly with leading social policy researchers at the University of Chicago and senior leadership at CPS, as well as an experienced team of data scientists, administrative staff, and project managers from the Chicago office.

## Duties and Responsibilities

- Provide data and analytic technical assistance to CPS staff. Responsibilities include organizing disparate data sources, documenting incoming data, preparing files for analysis, matching, and sampling.
- Prepares results for dashboards, spreadsheets, memos, and presentations targeting district officials and general population audiences.
- Assists with the coordination of research activities such as data transfers and descriptive analysis, communications with partner agencies, and managing project deliverables.
- Conducts thorough and critical reviews of relevant literature.
- Conduct analysis to drive district data strategy around improving equity and achieving district goals.
- Consult with departments to develop, understand, and fulfill their analytic questions.
- Other duties as assigned.

## Education

Master's degree preferred, Bachelor's degree required, in economics, sociology, public policy, statistics, or a closely related field.

## Experience

- A minimum of one year of relevant research experience required. Experience gained in school counts towards requirement.
- Experience working with statistical programming languages required. SAS and SQL experience a plus.
- Advanced experience with Excel and gSuite applications.
- Familiarity with quasi-experimental research designs.
- Experience presenting complex analyses to practitioners in the field.

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

- Experience with or knowledge of educational policy and educationally relevant topics.
- Experience working with Chicago Public Schools or other government agencies.
- Experience working with large, complex, and/or administrative datasets.
- Experience working on field experiments.
- Familiarity with randomized controlled trials.
- Familiarity with quasi-experimental research designs.
- Curiosity about educational research, including use of econometric methods.

## Competencies

- Strong interest in social policy required.
- Ability to work closely with partners.
- Ability to develop and maintain relationships across a large organization.
- Ability to navigate a large, complex organization.
- Sound judgment in managing up to senior district officials and UChicago researchers.
- Ability to manage multiple projects simultaneously and meet tight deadlines required.
- Excellent organizational skills and attention to detail required.
- Ability to work both independently and as a team member required.
- Ability to work discretely with sensitive and confidential data required.

## 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, JR10667.

**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](mailto:sharedservices@uchicago.edu) with their request.