

Position: Project Associate
Location: New York, NY (291 Broadway 11th Floor, New York, NY 10007)

About Crime Lab New York:

Crime Lab New York (CLNY) is an independent, non-profit research center of the University of Chicago committed to using science to help cities improve the quality of urban life. We gather experts from around the nation, spanning disciplines, to develop data-driven approaches and generate rigorous, objective, scientific evidence about what works in reducing crime and addressing critical problems facing society. Crime Lab partners with city agencies, civic organizations and others and use data to identify, develop and evaluate interventions that can be measured and replicated. Our work employs innovations in natural experimentation, randomized controlled trials, behavioral economics, and predictive analytics. We use these tools to help policymakers identify and target interventions, make the best use of public resources, and benefit New York's most disadvantaged citizens.

Crime Lab New York regularly seeks out passionate, public service-minded individuals to join our team. Crime Lab employees are committed to creating a collaborative, fast-paced and high energy office that is open and welcoming to individuals of all backgrounds and life experiences. We prioritize developing a workforce that is as diverse as the city in which we work.

For more information about the Crime Lab New York, please visit: www.crimelabnewyork.org.

The Role:

The Crime and Education Lab New York team is seeking a full-time Project Associate with strong writing, organization, and communications skills, and a passion for public policy work. The project associate will support large-scale criminal justice and education research projects that rigorously evaluate ways to prevent crime, increase fairness, and improve outcomes for the most disadvantaged and at-risk populations. Working in close coordination with Crime and Education Lab's research managers, the Project Associate will assist with the daily management of a portfolio of large-scale research projects designed to test the effectiveness and cost-effectiveness of promising interventions. This position also offers opportunities to work directly with leading social policy researchers and government agency staff.

Duties and Responsibilities:

- Assists with the coordination of research activities, as well as managing timelines and project deliverables.
- Conducts site visits to partner program sites to collect field research data, monitor project progress, and maintain consistent interfacing with partner agencies, project-related writing, including preparation of sections of research results, memos, and pitches. This may include drafting, proofing, formatting, and creating tables and graphs.
- Conducts thorough and critical reviews of relevant literature.
- 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.

- Other duties as assigned.

Education:

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

Experience:

- A minimum of one year of relevant research experience required; more experience strongly preferred. Research experience gained in school counts towards requirement.
- Experience working on field experiments preferred.
- Experience working with Stata or other statistical software packages preferred.

Competencies:

- Knowledge and understanding of criminal justice and/or education policy literature strongly preferred.
- Strong quantitative skills and data visualization skills preferred.
- Excellent interpersonal, oral, and written communication skills required.
- Demonstrated 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.
- Microsoft Word, Excel, and PowerPoint skills required.

To Apply:

Submit a resume/CV, cover letter, writing samples, and unofficial transcripts to UChicago's Workday system, search for requisition **JR02369**. Please find instructions on how to access the application below. **NOTE:** When applying, all required documents **MUST** be uploaded under the Resume/CV section of the application

- If you have **questions about the Workday application system**, please contact: https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bcaf3244b02d.
- 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 specific Lab at <https://uchicago.wd5.myworkdayjobs.com/en-US/External>

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