

Policy Research Assistant

Who We Are:

By 2050, the global urban population will nearly double to 6.4 billion. This unprecedented growth in the global urban population creates incredible opportunities but also intensifies the most difficult problems cities face, such as concentrated poverty, crime, poor-quality schooling, and pollution. The University of Chicago founded Urban Labs to help address these challenges. Urban Labs is a set of highly synergistic labs focused on undertaking inquiry and having impact on five essential dimensions of urban life: *crime, education, health, poverty, and energy & environment*. Urban Labs partners with cities to identify and rigorously evaluate the policies and programs with the greatest potential to improve human lives at scale. Urban Labs' evidence-based approach gives policymakers and practitioners the knowledge they need to effectively achieve the greatest social good per dollar spent.

In sum, UChicago Urban Labs:

- Identifies promising solutions to urban challenges
- Tests the most promising urban policies and programs
- Scales-up the most effective and cost-efficient policies and programs

For more information about the UChicago Urban Labs, go to <http://urbanlabs.uchicago.edu/>

The Role:

The University of Chicago Urban Labs are seeking an academic year Research Assistant to assist with a range of activities including policy research and analysis, literature reviews, project development, data entry, reviewing and cleaning, statistical analysis, writing, formatting, and editing reports and works for dissemination, and administrative tasks. This is a great opportunity to gain a deeper understanding of policy research and to develop research skills. The position will be part-time for approximately 12-19.5 hours per week. Our office is located at 33 N. LaSalle St., Chicago, IL 60602.

Experience and Qualifications:

Significant progress towards a degree in a social science discipline such as economics, public policy, etc., with coursework in basic research concepts and methods required. Basic data analysis skills, with the ability to use Excel, SAS, STATA, or SPSS strongly preferred. Proficiency with Microsoft Office Suite required. Excellent verbal and written communication skills with the ability to synthesize multiple sources required. Strong interpersonal skills are required. Strong initiative and a resourceful approach to problem-solving and learning are required. Ability to work independently and as part of a team required. Sound critical thinking skills required. Strong attention to detail with superb organization skills required. Superb analytic skills and attention to detail are required. Knowledge of the substantive policy area strongly preferred.

To Apply:

Please submit a cover letter and resume to Crystal Godina at cgodina@uchicago.edu.

Please use email Subject Line “Policy Research Assistant” when submitting your application.