Title: **Project Associate**

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.

Five Labs. One Approach.

UChicago Urban Labs:
- Use research and evidence to understand how cities can work better
- Test the most promising, cost-effective policies and programs
- Work with civic partners to implement and evaluate solutions in real-time
- Scale solutions to cities around the country and the world

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

The Role
The University of Chicago Crime & Education Labs are seeking a data Project Associate with strong technical skills to support large-scale social policy research projects. This person will work on a portfolio of projects designed to test the effectiveness of promising interventions.

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

Crime & Education Lab is also accepting applications for a Project Associate to support with project management responsibilities.

Duties and Responsibilities
- Assists the data and analytics team with data collection, management, and analysis. Responsibilities include documenting incoming data, preparing files for analysis, matching, sampling, conducting randomization across multiple projects
- Contributes to building traditional statistical models for a variety of research projects
- Prepares results for memos, spreadsheets, and presentations targeting both policymakers and academic
- Assists with the coordination of research activities, communications with partner agencies, and managing project deliverables
- Conducts thorough and critical reviews of relevant literature
- Other duties as assigned

Education
- Bachelor's degree in economics, sociology, public policy or a closely related field required.

Experience
- Some relevant research experience required. Experience gained in school counts towards requirement
- Experience working with Stata, SAS, R or other programming languages required

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

- Experience working with large and complex datasets
- Experience working on field experiments
- Familiarity with randomized controlled trials

Competencies
- Strong interest in social policy required
- Background in applied statistics & modeling required
- 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: Submit resume and cover letter to the University of Chicago's Workday System. Search for Requisition Number **JR03903**.Candidates should indicate in their cover letter where they saw the job announcement. 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 at https://uchicago.wd5.myworkdayjobs.com/en-US/External

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.

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 with their request.