

Job Title: Project Associate
Location: Urban Labs
Terms of Assignment: Full-Time
Reporting to: Research Manager
Projected Start Date: 05/14/18

About the Unit:

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/>

Job Summary:

The University of Chicago Poverty Lab is seeking a 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 and cost-effectiveness of promising interventions for Opportunity Youth in Chicago. Opportunity Youth are a diverse group of individuals ages 16-24 who are disconnected from education and employment. This position requires an individual who is able to work as a part of small research teams running multiple projects concurrently while working 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.

Responsibilities:

- Conducts thorough and critical reviews of relevant literature.
- Writes human subjects permission protocols and amendments for IRB permission, and obtains other research permits as needed.
- Assists with data collection, management, and analysis including cleaning and assembling the files for data analysis, and conducts field research as needed.
- Prepares sections of research results, including proofing, formatting and creating tables and graphs.
- Assists with the coordination of research activities, communications with partner agencies, and managing project deliverables.

- Assists in writing grant proposals and preparing presentations targeting both policymakers and academic audiences.
- 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.
- Other duties as assigned.

Competencies:

- Strong interest in social policy required.
- Strong quantitative skills required.
- Strong leadership, interpersonal, oral, and written communication skills required.
- Ability to manage multiple projects simultaneously and meet tight deadlines required.
- Excellent organizational skills and attention to detail required.
- Excellent data visualization ability required.
- Ability to work both independently and as a team member required.
- Ability to work discreetly with sensitive and confidential data required.

Education, Experience, and Certifications:

- Bachelor's degree in economics, sociology, public policy or other relevant social science field required.
- A minimum of one year of relevant research experience required. Experience gained in school counts towards requirement.
- Experience managing datasets strongly preferred.
- Experience working on field experiments preferred.
- Familiarity with randomized controlled trials and quasi-experimental evaluations preferred.

Technical Knowledge or Skills:

- Microsoft Word, Excel, and PowerPoint skills required.

To Apply:

Please submit a resume, cover letter, writing sample, PowerPoint Sample, and Transcripts to the Workday Application System. Requisition number **JR00585**

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(s) at <https://uchicago.wd5.myworkdayjobs.com/en-US/External>

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