

Title: Project Associate

Who We Are

The University of Chicago Urban Labs, launched in 2015, were established to create knowledge to address fundamental urban challenges, and to work with policy makers and practitioners to improve the human condition in cities worldwide. The Urban Labs seek to evaluate the most promising policies and programs across the domains of crime, education, energy & environment, health, and poverty to generate gold-standard evidence about what works and why, and to support policy makers and practitioners to scale up programs and policies that can have a significant positive impact on human lives. The Urban Labs team rigorously evaluates promising policies and interventions to make them as informative as possible. Our goal is to assemble a portfolio of randomized controlled trials (RCTs) and other rigorous evaluative methods to generate new evidence about what works, for whom, and why, and to conduct benefit-cost analyses of different interventions to enable policymakers to prioritize resources for the combination of strategies of strategies that achieve the greatest social good per dollar spent. For more information about the University of Chicago Urban Labs, go to <http://urbanlabs.uchicago.edu/>

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

The Role

The University of Chicago Crime and Education Labs are seeking a Project Associate with strong project management skills to support large-scale social policy research projects. The Project Associate will work on a portfolio of projects designed to test the effectiveness and cost-effectiveness of promising interventions.

This position requires an individual who is able to work as a part of a small research team 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 a team of administrative staff, project managers, and student research assistants from the Chicago office.

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

Duties and 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 activities, communications with partner agencies, and managing project deliverables.

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

Education

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

Experience

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

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 discretely with sensitive and confidential data required.
- Knowledge and understanding of criminal justice and or education policy literature strongly preferred.
- Microsoft Word, Excel, and PowerPoint skills required.

To Apply: Submit resume, cover letter, and list of references to the University of Chicago's Workday System. Search for Requisition Number **JR03495**. 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=cf359d671316660030c0bc0cf3244b02d.

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>

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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.