

Title: Field Study Coordinator (Full Time)

Start Date: ASAP

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 Health Lab is seeking a full-time Field Study Coordinator with strong research and interpersonal skills to support study recruitment and data collection for the Supportive Release Center (SRC) study at the Cook County Jail.

The Field Study Coordinator will work in the field in the discharge area of the Cook County Jail approximately 3-4 days per week and at the Urban Labs Loop office 1-2 days per week.

This position requires an individual who is able to work independently while staying in close communication with the research team at the Urban Labs office. The position offers the opportunity to work closely with leading social policy researchers at the University of Chicago, government agency staff, nonprofit partners, and a team of administrative staff, project managers, and student research assistants from the Chicago office.

Duties and Responsibilities

- Recruit, consent, and survey participants for the SRC study in the discharge area of the Cook County Jail while ensuring fidelity to research ethics and study design.
- Ensure accurate and complete primary data collection by monitoring research-related activities in the field.
- Work closely with nonprofit and government partners to ensure smooth day-to-day study operations.

- Serve as a liaison between the SRC study team at the Urban Labs office and partners in the field, including alerting the study team to any issues that may arise in a timely manner and conveying updates to field staff.
- Responsible for ensuring that the field is adequately staffed for study recruitment on a daily basis.
- Responsible for maintaining inventory in the field, including transport of study materials to the Cook County Jail.
- Assists with data entry and other study-related tasks at the Urban Labs office.
- Other duties as assigned

Education

- Bachelor's degree in economics, sociology, public policy or other relevant social science or healthcare-related field required.

Experience

- A minimum of one year of relevant research experience required.
- Experience working on field experiments preferred.
- Familiarity with randomized controlled trials preferred.
- Experience working with STATA, SAS, R, SQL or other programming languages preferred.

Competencies

- Strong interest in social policy required.
- Strong written and verbal communication skills required.
- Strong attention to detail required.
- Excellent interpersonal skills 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.
- Ability to work in the evening (estimated hours from 2 to 11pm) at least three times per week and during the day (estimated hours from 9 to 5pm) at least two times per week.

Other Requirements

- Able and willing to complete Cook County Department of Corrections background check for jail access.
- Personal vehicle preferred.

To Apply: Please submit a resume, cover letter, unofficial transcript, and writing sample to Workday, job requisition number **JR01338**. **NOTE:** when applying, all required documents **MUST** be uploaded under the **Resume/CV** section of the application.

- **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 position at <https://uchicago.wd5.myworkdayjobs.com/en-US/External>
- **If you have questions about the Workday application system**, please contact: https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bc3244b02d.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability.

The University of Chicago is an Affirmative Action/Equal Opportunity Employer.