



Science in Service  
of Cities.

urbanlabs@uchicago.edu  
773 834 4292

33 North LaSalle Street  
Suite 1600, Chicago, IL 60602

urbanlabs.uchicago.edu

**Job Title: Project Associate**  
**Reporting to: Research Manager**  
**Location: Chicago, IL**

### 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 Crime Lab is seeking a Project Associate with strong project management skills to support the evaluation of READI Chicago, a large-scale transitional jobs and cognitive behavioral therapy program targeted at individuals at highest risk of gun violence involvement. We are also hiring Project Associates with strong project management skills to support other evaluations in both the Crime and Education Labs. If you are interested in a Project Management Project Associate role, please apply to this position.

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. The Crime Lab is also hiring a Project Associate to support with data analysis. For more information on this position, please visit Urban Labs Careers page: <https://urbanlabs.uchicago.edu/careers>.

### Duties and Responsibilities

- Assists with the coordination of research activities, communications with partner agencies, and managing project deliverables

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- Assists in writing grant proposals and preparing presentations targeting both policymakers and academic audiences
- Writes human subjects permission protocols and amendments for IRB permission, and obtains other research permits as needed
- Documents discussions and research activities with detailed notes and project logs
- Conducts thorough and critical reviews of relevant literature
- Assists with data collection, management, randomization, 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
- Other duties as assigned

**Education**

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

**Experience**

- Some relevant research experience required. Experience gained in school counts towards requirement.

In addition, though none of the following are required for the position, candidates are encouraged to highlight experience in the following areas: <sup>[SEP]</sup>

- Experience working on field experiments
- Experience working on large projects with multiple stakeholders

**Competencies**

- Strong interest in social policy required.
- Strong interpersonal, oral, and written communication skills required.
- Ability to manage multiple tasks simultaneously and meet tight deadlines required.
- Ability to adapt to dynamic work environment required.
- Excellent organizational skills and attention to detail required.
- Ability to effectively communicate and visualize complex information required.
- Ability to work both independently and as a team member required.
- Knowledge and understanding of criminal justice and/or education policy literature strongly preferred.

**To Apply:**

Submit resume, cover letter, writing sample, and transcripts to Workday, requisition number **JR00825**. The Crime Lab is also hiring a Project Associate to support with data analysis. You may find more information on the data position at Workday, job requisition number **JR00824**. We are also hiring Project

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Associates with strong project management skills to support other evaluations in both the Crime and Education Labs. If you are interested in a Project Management Project Associate role, please apply to this position.

**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=cf359d671316660030c0bcaf3244b02d](https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bcaf3244b02d).

*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.*