Urban Policy and Research Program (UPReP)
Deadline: Friday, October 5, 2018 at 11:59pm

About the Program

The University of Chicago Institute of Politics' & the Urban Labs' Urban Policy and Research Program (UPReP) is an academic year internship program that offers UChicago students substantive, paid internships focused on policy, research, and data analysis with Chicago-based city, state, and federal government agencies. UPReP provides students the opportunity to leverage their intensive UChicago education to tackle complex urban challenges while also receiving support and access to exclusive UPReP events and career advancement opportunities. Additionally, UPReP helps meet the needs of city agencies and other local government organizations that currently do not have the budget nor the staff to meet their research and data needs. UPReP has a significant impact in several concrete ways:

- Local government agencies gain important resources,
- Students gain valuable hands-on professional experiences,
- The University of Chicago extends its tangible impact in the community where it is based.

UPReP internships run from October 2018 to June 2019 and students receive a $2,000 stipend for 200 hours of work (approximately 10 hours per week) at the agency or office where an intern is matched. Students apply to the program, not specific opportunities, and selected students will be matched with organizations in early October 2018. Candidates are matched with an internship based on their skills and interests and the agency's needs. Candidates will receive an update on their application status by either an employer, Urban Labs, or the IOP by **October 19th**.

The Internship:

UPReP interns support local government agencies or local branches of federal or state agencies. These agencies identify specific projects and tasks to which interns can contribute their significant research, data, and policy skills. In the past, UPReP interns have helped agencies develop systems and processes for managing their data, assisted with new project design and launches, and have provided timely and effective capacity-building support, among many other contributions. Specific project tasks have included some of the following:

- Supporting the implementation of a program for city residents, including oversight of the recruitment, data collection, cleaning, and coding for the evaluation component of the program
- Analyzing data to provide strategy direction for implementation of programs and development of new initiatives
- Using quantitative and qualitative data to evaluate the effectiveness of current services and predict future demands

Previous UPReP placements included the City of Chicago Office of the Treasurer, the Cook County Sheriff's Office, the Chicago Department of Public Health, the Cook County State's

Attorney's Office, the Chicago Police Department, the Department of Family and Support Services, Chicago Public Schools, Chicago Housing Authority, the Cook County Medical Examiner's Office, and the State of Illinois Department of Commerce and Economic Opportunity, among others.

Desired Skills:

Non-technical competencies:

- Research and writing skills
- Policy analysis and program evaluation skills
- Excellent diagnostic and problem solving skills
- Flexibility and the ability to effectively manage multiple projects/tasks
- Capable of managing fairly complex projects and working under pressure
- Ability to research and report on a topic in a clear, focused, and concise manner
- Ability to work with high-level staff and administrators
- Ability to work independently and stay organized to accomplish agency's goals
- Data-oriented; an understanding of data, how it's used, and why it's important

Computer skills (the following are preferred but not required):

- Knowledgeable about and experience with Microsoft Office products, including Microsoft Access
- Experience with computerized databases
- Data analytics experience, including SPSS, R, Stata, SAS, or other data analysis programs
- Understanding of one or more programming languages
- Data visualization and presentation skills

Additional Requirements:

- Must be able to travel to the location of the agency or organization
- Must attend UPReP kick-off event on November 8 and end of year reception in May
- Must complete end-of-year evaluation

Why Join UPReP?

UPReP is not just an internship – it's a program. UPReP interns will be given access to:
- Kick-Off Event, November 8 at 6:00 PM
- Employer Site-Visits
- End of Year Event
- Special Access to select IOP Events
- Informal dinners with fellow UPReP interns and special guests
- Access to UPReP Alumni Cohort

To Apply:

Applications are due **Friday, October 5th, 2018 at 11:59pm** via Handshake/UChicagoGRAD Gargoyle, and require a resume, cover letter, and skills survey. Please make your cover letter a general letter to UPReP as a whole and not to a specific agency or employer. If you have specific areas of interest (education, criminal justice, etc.), please highlight those areas in your cover letter. You will submit the resume and cover letter through Handshake/UChicagoGRAD Gargoyle, but you must complete the UPReP Applicant Skills Survey here: https://goo.gl/forms/jiD1IbNj6QHeGnf63 .

If you have questions about UPReP, please contact Scott Davis, the IOP's Program Coordinator of Career Development, at dsdavis@uchicago.edu.