Urban Policy and Research Program (UPReP)
Deadline: Friday, January 19, 2018 at 6:00pm

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 in policy, research, and data with Chicago-based city, state, and federal government agencies. In partnership with the University of Chicago Urban Labs, the Institute of Politics (IOP) developed and manages UPReP. UPReP offers students policy, research, and data internships with local government agencies, and provides student the opportunity to leverage their intensive UChicago education to tackle complex urban challenges. When UPReP students intern with these agencies, it further aids and informs the Urban Labs' work, while the interns learn how to apply their academic training in real-world settings. UPReP also helps meet the needs of city agencies and other local government organizations that currently do not have the capacity nor staff to meet their research and data needs. Therefore, UPReP has a significant impact in several concrete ways: local governments gain important resources, university students gain valuable hands-on professional experiences, and the University of Chicago extends its positive impact in the community where it is based.

Internships run from January to June 2018 and students receive a $2,000 stipend for approximately 10 hours of work per week (totaling 200 hours). Students will work onsite at the employer's office. Students apply to the program, not specific opportunities, and selected students will be matched with organizations in early February. Candidates are matched with an internship based on their skills and interests and the agency's needs.

UPReP interns support local government agencies or local branches of federal or state agencies. Agency teams identify specific projects and tasks to which UPReP 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 significant 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 effectiveness of current services and predict future demands

Possible UPReP placements include the City of Chicago Office of the Treasurer, the Cook County Sheriff's Office, the Chicago Police Department, the Department of Family and Support Services, Chicago Public Schools, Chicago Housing Authority, and the State of Illinois Department of Commerce and Economic Opportunity, among others.

Applications are due Friday, January 19, 2018 at 6:00pm, 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. You will submit the resume and cover letter through Handshake or to the e-mail below, but you must complete the UPReP Applicant Skills Survey here: https://goo.gl/forms/98cEFiL4zZyqmR0r1.

Undergraduates*:* **Apply on [Handshake](#) (Job ID: 1226496)**
Graduate Students: Please e-mail your resume and cover letter in PDF format to Karnika Iyengar

at karnika@uchicago.edu.
All students must complete the UPReP Applicant Survey Skills Survey [here](#).

With questions about UPReP, please contact Karnika Iyengar, the IOP's Director of Career Development, at karnika@uchicago.edu.

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