

Research and Data Assistant Position Description

The Institute for Housing Studies (IHS) is an applied research center situated in the Real Estate Center at DePaul University. IHS's mission is to provide reliable, impartial, and timely data and research to inform housing policy decisions and discussions about the state of housing in the Chicago region and nationally. IHS is engaging in a number of new projects including identifying Chicago neighborhoods with different levels of displacement risk and understanding the dynamics of neighborhood change.

IHS is seeking a Part-Time Research and Data Assistant. The position will provide mapping, data, and research support for the work of the Institute. Under the guidance of senior staff, the Part-Time Research and Data Assistant will be responsible for collecting, cleaning and assembling a broad range of types of data on housing and community development topics, including both property-level and aggregated data, as well as GIS shape files.

The position will be located at the IHS office within the Real Estate Center (1 E. Jackson, Suite 5400).

Responsibilities and Duties

- Collect data from a wide range of sources including the U.S. Census, government administrative data sets, and proprietary data sets.
- Clean data so it can be used for research and analysis purposes.
- Aggregate data and assembling into data sets.
- Create tables, charts, maps and other analysis to assist IHS staff in the ongoing research and technical assistance projects.
- Perform other duties as assigned

Position Requirements (Minimum knowledge, skills, and abilities required)

- Knowledge of Excel and ArcGIS required.
- Strong data analysis and research skills
- Strong writing ability, verbal communications skills, and attention to detail
- Knowledge of SPSS, SAS, or other statistical analysis package (preferred)

Position Qualifications (Minimum level of education and/or experience needed)

- Current enrollment in related Master's degree program (preferred)
- Bachelor's degree in urban planning, public policy, geography, or some related field
- Interest in housing and/or community development policy.

Hour Requirements/Schedule

It is anticipated that this position will require 15 to 20 hours per week during the academic year. The position is grant funded. Additional hours may be available during non-academic periods based on funding and project needs. The position pays \$15/hour.

Send resume and cover letter to Geoff Smith, Executive Director for the Institute for Housing Studies: gsmith33@depaul.edu.