Research Associate

Job description:

Partner with HBS faculty on topics central to HBS research agenda. Provide advanced subject-area expertise, analysis, and interpretation to two faculty members in Entrepreneurial Management and Finance units. Act with a high degree of autonomy. Serve as a collaborator and thought-partner.

The Research Associate (RA) position reports directly to faculty supervisors and administrative manager in the Research Staff Services office. Ideal RA candidates will be comfortable in an environment that requires a high level of independence and intellectual curiosity and the ability to use discretionary judgment.

Primary Duties:

Under the general direction of the faculty, the RA will conduct background research, propose and create new cases and course materials, while serving as a point of contact for internal and external requests. The RA will also design interview structures, questions, and conduct interviews; synthesize, analyze, and produce original written materials for all forms of academic writing. Use advanced knowledge of qualitative research methodologies to design surveys, experiments or other instruments to manage, extrapolate and analyze research data.

Write cases, articles, case supplements, project reports, and policy memos from start to finish creating original writing based on subject-area expertise, research, and interviews. Independently manage all timelines and deliverables for multiple projects with competing priorities.

Provide qualitative analysis, writing, and editing of academic journal articles, HBS cases, and HBS teaching notes. Propose, develop, synthesize, and provide analysis of literature reviews.

Create content for multi-media projects to be used as teaching and case supplements.

Create original, thought-provoking, innovative presentations and writings for domestic and international audiences.

Exercise independent decision making with regard to progression of research project and methodologies. When confronted with unexpected research data, be able to make deductions, add insight, and draw conclusions to share with faculty. Develop new techniques and instruments. Use knowledge of advanced subject area to analyze and interpret experimental results. Work independently with sophisticated research methodologies. Identify gaps in research and methods and recommend course of action. Produce original and innovative academic materials to supplement faculty research and teaching. Identify research directions, make recommendations to, and create original written material for the faculty based on independent research.
Represent HBS to outside entities: interacting with prominent individuals (grace under pressure is essential). Interview decision makers at companies around the world and work closely with company representatives on the case development and course development efforts (e.g., case supplements, rewrites, teaching notes, and multimedia products). Perform on-site field research, interviews (local, regional and international level).

Ensure compliance with department, University and federal regulations. Complete work with only general direction. Be aware of department, School, University policies and potential outside research policies.

**Basic Qualifications:**

Advanced degree required; MBA preferred.

**Additional Qualifications:**

Evidence of academic excellence. 2-4 years of relevant experience in related field and/or familiarity with HBS cases. Proven evidence of independent research in Finance/Economics or related field of study. Proven ability to work independently and creatively; proficiency in project management. Strong skills related to the Microsoft Office Suite are expected.

Evidence of prior high-quality, original academic writing, and background in analysis and interpretation of relevant data, research, news, and literature. All positions will be given a writing exam. Ability to read academic, subject-specific information and write a reasoned and thoughtful analysis, as well as produce a creative interpretation, is a must. Diplomatic skills, comfort in interacting with prominent individuals, and grace under pressure are essential.

The candidate must have extremely high standards in terms of quality of work, attention to detail, strong organization skills, and absolute commitment to task completion. He or she must be able to balance multiple tasks and shifting priorities under tight deadlines at an accelerated pace when necessary. It is helpful if the candidate is familiar with navigating a complex organization, such as Harvard Business School.

**Application Details:**

Interested candidates should send a resume and cover letter to Andressa Martins at amartins@hbs.edu. Please also be prepared to share a transcript and writing sample.

This is a full-time term appointment starting as soon as possible through June 30, 2018, with strong potential for re-appointment through June 30, 2019.

HBS is not able to provide visa sponsorship for this position.