Job Posting Preview

2/1/2018
Research Project and Data Assistant
Harvard T.H. Chan School of Public Health
44677BR

Job Code
403117 Research Assistant III Non-Lab

Sub-Unit
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Duties & Responsibilities

The Department of Health Policy and Management (HPM) is committed to training and inspiring the next generation of health care leaders. Our students and faculty are passionate about making the world a better place by improving health and health care. We work on compelling and important problems, from making the delivery of care safer and more efficient, to expanding health insurance coverage and eliminating disparities, to designing and improving the performance of entire health systems.

The Research Project and Data Assistant will work with two faculty members to provide key support on a variety of empirical projects (ranging from 4-10 at time), related to health insurance coverage and health care delivery. Specific projects include the following:

- Evaluating federal bundled payment models
- Evaluation of new specialty care delivery systems in the safety net
- Impact of changes in benefit design on health and financial outcomes for patients with chronic illness
- Evaluations of price transparency in health care

The successful candidate will be able to work autonomously, while performing high level statistical programming, data compilation and cleaning in addition to other research related duties.

These duties include but are not limited to:
- Statistical programming using STATA on extremely large data sets (For example: analyzing data sets extracted from databases with millions of members or health insurance claims)
- Compiling and cleaning data sources as well as assessing the data quality
- Analysis and validation of empirical results
- Routine data maintenance
- Producing charts and tables for manuscripts and presentations
- Performing literature reviews
- Coordinating IRB submissions and compliance through developing Human Subject Research Protocols
- Assisting with grant reporting and developing & communicating submission timelines to the team
- Analyzing pilot data to support the start up of new projects
- Other duties as assigned

PLEASE NOTE: Shortlisted candidates will be required to complete a programming skills analysis.

PLEASE NOTE: This position has a term appointment of 1 year from date of hire, with the possibility of extension.

Department
**Basic Qualifications**

- 2+ years of related experience with experience in data analysis using statistical software such as STATA or SAS; a combination of education and experience will be considered.

**Additional Qualifications**

- Strong quantitative analytic skills, knowledge of advanced statistical techniques (such as instrumental variables estimation).
- Experience with SAS and STATA.
- R experience is a strong plus.
- Knowledge of standard research methods and statistical techniques, including multivariate regression
- Experience in conducting statistical analyses using very large databases, such as insurance claims, is a plus.
- Interpersonal and organizational skills and ability to work collaboratively.
- Bachelor's Degree, preferably in a health or social science discipline, including quantitative and statistical coursework is strongly preferred.
- Master's degree is a strong plus.
- An interest and background in Economics and or Health Policy is strongly preferred
- Written and verbal communication skills.
- Strong command of Microsoft Office software; proficiency with PubMed, Lexis-Nexis.

**Additional Information**

Harvard offers an outstanding benefits package including:

**Time Off:** 3- 4 weeks paid vacation, paid holiday break, 12 paid sick days, 11.5 paid holidays, and 3 paid personal days per year.

**Medical/Dental/Vision:** We offer a variety of excellent medical plans, dental & vision plans, all coverage begins as of your start date.

**Retirement:** University-funded retirement plan with full vesting after 3 years of service.

**Tuition Assistance Program:** Competitive tuition assistance program, $40 per class at the Harvard Extension School and discounted options through participating Harvard grad schools.

**Transportation:** Harvard offers a 50% discounted MBTA pass as well as additional options to assist employees in their daily
Wellness Options: Harvard offers programs and classes at little or no cost, including stress management, massages, nutrition, meditation and complimentary health services.

Harvard access to athletic facilities, libraries, campus events and many discounts throughout metro Boston.

Join the Harvard T.H. Chan School of Public Health to support our mission of health research and education, and to be a part of the oldest institution of higher learning in the country!

Job Function
Research

Location
USA - MA - Boston

Time Status
Full-time

Salary Grade
054

EEO Statement
We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.