Research Associate – Quantitative Analysis

Job description:

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, intellectual curiosity, and the ability to use discretionary judgment. Under the general direction of faculty member(s), RAs will develop, design and conduct research projects; synthesize, analyze, and produce statistical models; contribute to scholarly research products including but not limited to journal articles, working papers, and presentations.

Primary duties:

Work under the general direction of a faculty member in the Strategy unit on topics central to HBS research agenda. Identify and explore a wide-range of questions related to research design and analysis. Perform statistical programming. Manage and manipulate data using requested packages (one or many of the following: Microsoft Excel, STATA, MATLAB, Python). Develop, synthesize, and provide analysis of data exhibits for academic journal articles, HBS cases and HBS teaching notes.

Independently manage all timelines and deliverables. Exercise independent decision making with regard to progression of research project and methodologies. Must be able to structure assignments and keep faculty member informed as necessary, using own judgment.

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:

Bachelor’s degree required.

Additional Qualifications:

Responsibilities as an RA will involve work on at least two projects: one project studying the effects of automation on displaced individuals and local labor markets, and one project on creativity and creative influence in music composition. Interest or background in music preferred as the candidate will be extracting information from composer biographies. Other tasks will include data collection, analysis, and literature reviews. 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. Preference for candidate who plans to seek an advanced degree.

Evidence of outstanding academic achievement. Strong mathematics background, statistical/programming experience and/or applied experience preferred. Indication of training and good habits in data management and analysis. Proven ability to work independently and creatively. All candidates will be expected to submit sample coding to be reviewed by and discussed with an HBS statistician.

Application Details:

This is a 1-year term, half-time appointment starting July 1, 2017 and ending June 30, 2018 with potential for reappointment.

Please note, half-time positions can be paired to create a full-time role.

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

Interested candidates should share an email and cover letter to HBS Recruiting Manager, Laura Kelley, lkelley@hbs.edu to be considered.