Research Associate

Harvard Business School seeks a highly motivated individual to work closely with HBS Professor, Amitabh Chandra, and leading scientists, Mark Fishman and Doug Melton, from Harvard’s Department of Stem Cell and Regenerative Biology, on two joint Life Sciences programs for the MS/MBA and Executive Education classrooms.

The successful candidate will work on the development and delivery of new cases, notes, and related materials for the upcoming academic year. This is a terrific opportunity for those interested in describing the frontiers of biology and therapeutics. 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.

Primary Duties:

- Under the direction of the faculty, the RA will conduct background research, draft new cases, and update existing cases or materials for classroom use. Gather, analyze, edit, and draft all forms of academic writing; produce original written materials.

- 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. Make recommendations to and create original written material for faculty based on independent research.

- 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. Preference for molecular biology, stem cell biology, medicine, and/or related life-sciences field. Experience or familiarity with financial modeling including real-options, decision making by venture capital funds, and acquisitions in the biotechnology industry are a plus.

Evidence of outstanding academic achievement. Indication of related independent research experience and/or applied experience.

Strong skills related to the Microsoft Office Suite are expected, including the ability to prepare charts, graphs, and use graphics for presentations.

Additional Qualifications:
The successful candidate will have excellent research and writing skills, be analytically-minded, and possess strong conceptual skills; be at home in an academic environment; work well independently and collaboratively. Proven ability to handle multiple projects simultaneously and to flexibly adapt to changes in priorities; ability to work calmly under deadline pressure, work both independently and as a team member, take initiative; and follow projects through to completion.
Application Details:
This is a full-time appointment starting this summer (start date flexible) through June 30, 2020 with potential for reappointment for the following academic year. All Research Associate roles at HBS are structured as one year term appointments.

Applicants should not reach out to Professors Chandra, Fishman, or Melton directly.

Applications will be considered on a rolling basis, a cover letter and resume are required for full consideration. Upon the review of application materials, applicants may be asked to submit a writing sample, and transcript(s). All positions will be given a writing exam.

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

To Apply:
Interested applicants should send a resume and cover letter to Andressa Martins at amartins@hbs.edu. Please be sure to include “Life Sciences RA” in the subject field.