



Research Associate in the Human Flourishing Program

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Position

Title

Research Associate in the Human Flourishing Program

School

Faculty of Arts and Sciences

Department/Area

The Institute for Quantitative Social Science (IQSS)

Position Description

The Human Flourishing Program at Harvard University's Institute for Quantitative Social Science (IQSS) is seeking applications for two research associate positions. It is desired that candidates have a PhD in philosophy, theology, or in empirical social or biomedical science, although candidates with other advanced training in one of these fields will be considered. The Research Associates will be responsible for assisting in a wide range of activities concerning the intellectual leadership of the program and overseeing the program's day-to-day operations, and will also carry out an independent research program, preferably on topics related to one of the program's research themes (for more information on program themes, see: <https://hfh.fas.harvard.edu/>). The position will report to Human Flourishing Program Director, Tyler VanderWeele.

Other Essential Duties and Responsibilities:

- Work with the Program Director to shape the program's intellectual and academic mission.
- Explore and develop future initiatives and ways to expand the program's academic influence.
- Participate in and promote academic scholarly activities to include:
 - *Research and publication in recognized journals and publications, peer reviewed journals, periodicals, or books.
 - *Presentations at regional, national, and international meetings
- Manage academic programs oriented towards student participation
- Contribute to the interdisciplinary research of the program by participating in and attending monthly research meetings.
- Assist with grant and research proposals, as needed.
- Oversee the Human Flourishing Program's affiliated faculty program.
- Help expand the profile of the Program and its audiences within the academic, policy, and professional communities.
- Oversee academic workshops, meetings, and/or conferences including developing agendas, inviting presenters and participants.
- Represent the program areas at various convenings as requested.
- Assist permanent or temporary program research staff in tasks related to their projects and promote staff academic development including 6-month performance reviews.
- Prepare reports for foundations, donors, and bi-annual advisory board meetings.
- Work with IQSS finance team to produce and audit quarterly financial reports.
- Supervise, manage and collaborate with the program's communication associate, who is responsible for marketing, media, communications, website, event organization, and other administrative tasks, as necessary.
- Draft and/or edit materials (in conjunction with communications associate) for internal use and for external publication including summary research reports, drafts and final reports, and other materials to support the marketing and communication of the program's research findings.
- Oversee meeting logistics and multimedia presentations, and preparing written summaries (in conjunction with the communications associate).
- Assist in advancement, development and stewardship activities, including oversight of the program's donor Constituent Relationship Management system. Maintain current relationships and develop a network of new partners and potential funders for the program in collaboration with the Program Director and the Harvard development office.

Basic Qualifications

- Ph.D. or other doctoral degree
- Three years of postdoctoral research experience
- Demonstrated expertise and scholarly activity in one's field.
- Demonstrated administration or program management experience within higher-education, non-profit, or business sector.

Additional Qualifications

- Ability to operate independently with a strong sense of self-management required.
- Must have excellent verbal and written communication skills, and the ability to communicate effectively with students, faculty, and staff.

Strongly desired qualification:

- Given the interdisciplinary nature of the program, any social science applicant should have familiarity with and/or coursework in philosophy or theology; any candidate from the humanities should have familiarity with and/or coursework in the social sciences.

Special Instructions

TO APPLY:

PLEASE DO NOT APPLY ONLINE.

Inquiries can be directed to Human Flourishing Program Director, Tyler VanderWeele (tvanderw@hsph.harvard.edu).

Interested candidates should send a curriculum vitae and cover letter to Tyler VanderWeele at tvanderw@hsph.harvard.edu.

Only applicants who submit accordingly will be considered.

Contact Information

Tyler VanderWeele

Contact Email

tvanderw@hsph.harvard.edu

Equal Opportunity Employer

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, pregnancy and pregnancy-related conditions or any other characteristic protected by law.

Minimum Number of References Required

Maximum Number of References Allowed

Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

Optional Documents

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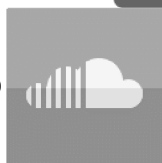
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