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16-Apr-2020

Research Associate

Harvard Business School

52115BR

Job Code

RS0056 Researcher II Humanities

Job-Specific Responsibilities

Harvard Business School seeks a Research Associate (RA) to support a faculty member in the Organizational Behavior unit with research focusing on the emerging field of "People Analytics." Research will be conducted on large, internal data sets requiring proficiency with database management, R, and SQL (Python would be a plus). The RA will also assist with the creation and modification of some teaching materials for an MBA course on analytics, which includes writing traditional cases and writing code in Jupyter notebooks to accompany the cases. The Research Associate 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. Under the general direction of the faculty member, the RA will synthesize, analyze, and produce original written materials for all forms of academic writing; conduct background research, propose and create new cases, and update existing cases or materials for classroom use; use advanced knowledge of quantitative research methodologies to manage, extrapolate, and analyze research data.

Basic Qualifications

Advanced degree required or bachelor's degree with significant relevant work experience. Degree in Business, Social Sciences, Political Science, Economics, or similar with a background in statistical/mathematical methods preferred.

Additional Qualifications

Evidence of academic excellence. 2-4 years of relevant experience. Proven evidence of independent research experience. The successful candidate will have excellent analytical and conceptual skills and must be comfortable working with data including but not limited to data management, mining, and analysis among others. The successful candidate will also have proficiency in Excel, SQL, R, and statistics. Background in project management is desired.

The candidate must have extremely high standards in terms of quality of work, attention to detail, strong organization skills, and 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.

Additional Information

Potential Outcome:

This is an exciting opportunity that will provide the successful candidate with first hand exposure to world-class faculty, and an ideal environment in which to advance one's own learning and professional development. The role could aid an individual with long-term aspirations of seeking a PhD in Organizational Behavior or related fields, as it will help to develop and build a platform of research and writing experience.

Please Note:

This a full-time term appointment starting July 1st, 2020 (or sooner) through June 30, 2021 with likely reappointment for the next year, and further. All Research Associate roles at Harvard Business School are benefits-eligible and structured as one year term appointments with potential for renewal.

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, transcript(s), and sample coding.

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

Job Function

Research

Location

USA - MA - Boston

Time Status

Full-time

[Salary Grade](#)

056

Sub-Unit

Department

Division of Research and Faculty Development

Union

00 - Non Union, Exempt or Temporary

Appointment End Date

30-Jun-2021

Pre-Employment Screening

Education, Identity

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

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