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13-May-2020

## Research Associate

Harvard Business School  
52118BR

### Job Code

RS0055 Researcher I Humanities

### Job-Specific Responsibilities

Harvard Business School seeks a full-time Research Associate to work closely with a faculty member in the General Management unit for one year or more. Topics of study include but are not limited to, the history of globalization and its impact, and entrepreneurship. The successful candidate will provide advanced subject-area expertise, analysis, and interpretation to faculty member.

The Research Associate (RA) position reports directly to faculty supervisor and administrative manager in the Research Staff Services office. The ideal RA candidate will be comfortable in an environment that requires a high level of independence, project management, and the ability to use discretionary judgment. 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

Under the general direction of the faculty member, the RA will develop, design and conduct research projects; the RA may develop interview structures, questions, and conduct interviews; 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 qualitative research methodologies to design surveys, experiments or other instruments to manage, extrapolate and analyze research data.

### Primary duties may include:

Conduct background research; gather, analyze, edit and draft all forms of academic writing including but not limited to, cases and articles, case supplements, project reports, and policy memos; create original writing based on research and interviews.

Provide analysis, editing, and drafts for academic journal articles, HBS cases and HBS teaching notes. Develop, synthesize and provide analysis of literature reviews.

Read and efficiently distill information to identify key themes and important areas, which will elicit further research needs. When confronted with unexpected research data, be able to make deductions, add insight, and draw conclusions to share with faculty.

Independently manage all timelines and deliverables for multiple projects. 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

Advanced degree and a minimum of 2 years of relevant work experience **required**. Evidence of outstanding academic achievement. Indication of independent research experience and/or applied experience.

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## Assistant Director, Research Administration, Compliance

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## Additional Qualifications

Strong preference for candidates with a PhD in History and German fluency. Ideal candidate has an interest in or familiarity with economic history, globalization, and entrepreneurship.

Ability to read academic, subject-specific information and write a reasoned and thoughtful analysis necessary. Background in analysis and interpretation of relevant data, research, news, and literature is necessary. Evidence of prior high-quality, original academic writing required. Strong skills related to the Microsoft Office Suite are expected.

This position requires an individual capable of consistent use of discretion, judgment, and initiative. 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. The RA 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

This is a half-time term appointment starting this summer (date flexible) through June 30, 2021 with possibility for reappointment for the next year. All Research Associate positions 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, and transcript(s). All positions will be given a writing exam.

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

Not the right fit? Be sure to visit our website to review additional openings:

<http://www.hbs.edu/research/ra>

### Job Function

Research

### Sub-Unit

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### Location

USA - MA - Boston

### Department

Division of Research and Faculty Development

### Time Status

Part-time

### Union

00 - Non Union, Exempt or Temporary

### [Salary Grade](#)

055

### 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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