

Research Assistant

 Hoover Institution, Stanford, California, United States

 Research

 Mar 04, 2020

 86396

Thanks for your interest in the Research Assistant position. Unfortunately this position has been closed but you can search our 176 open jobs by [clicking here](#).

MINIMUM REQUIREMENTS:

Education & Experience:

Bachelor of Arts degree in Economics, Finance, or combination of education and relevant experience in an applicable social science. Relevant experience may include past work at a think tank, research institute, or financial firm. Strong math skills (e.g., advanced calculus, analysis, and mathematical statistics) and knowledge of statistical programming (e.g., R, Stata, or Python for statistics) is strongly preferred.

Knowledge, Skills, and Abilities:

- General understanding of scientific theory and methods, typically gained through completion of an undergraduate degree in a related field.
- General computer skills and ability to quickly learn and master computer programs.
- Ability to work under deadlines with general guidance.
- Excellent organizational skills and demonstrated ability to complete detailed work accurately.
- Effective oral and written communication skills.
- Ability to work with human study participants.

Desired/Preferred Knowledge, Skills, and Abilities:

- Previous research, editing, and writing experience.
- Ability to work independently under general guidance and to problem-solve.
- Excellent statistical and analytical skills.
- Ability to apply good judgment and initiative in devising, modifying and applying procedures.
- Diplomatic skills, comfort in interacting with prominent individuals, and grace under pressure are essential.
- Advanced proficiency with R and / or Python, and working knowledge of Stata and Excel.

Certifications and Licenses:

- None

PHYSICAL REQUIREMENTS*:

- Frequently perform desk-based computer tasks, grasp lightly/fine manipulation, lift/carry/push/pull objects that weigh up to 10 pounds.
- Occasionally stand/walk, sit, use a telephone, writing by hand, and sort/file paperwork or parts.
- Rarely twist/bend/stoop/squat, kneel/crawl, rarely reach/work above shoulders, operate foot and/or hand controls.

**Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.*

WORKING CONDITIONS:

- May be required to work non-standard, extended or weekend hours in support of research work.

WORK STANDARDS:

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients as well as with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu>.

The Hoover Institution at Stanford University is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.

Additional Information

- Schedule: Full-time
- Job Code: 4189
- Employee Status: Regular
- Grade: E
- Department URL: <http://www.hoover.org>
- Requisition ID: 86396

Search Jobs



My Submissions

Track your opportunities.

My Submissions

UNIVERSITY HUMAN RESOURCES

STANFORD CAREERS HELP CENTER

Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.

[LCA Notifications](#) | [Disability and Diversity Services](#) | [Veterans](#) | [Jeanne Cleary Act](#)