



## H A R V A R D | B U S I N E S S | S C H O O L

### **Research Associate**

Harvard Business School seeks full-time Research Associates to work with faculty in our Strategy, Entrepreneurial Management, Finance, Marketing, Negotiation, Organizations and Markets, and Organizational Behavior units. Researchers will assist with the daily operations of academic projects in a variety of fields, such as competition, management, and innovation. Research often draws heavily on applied econometrics and microeconomic theory. This position is ideal for candidates with an interest in economics or finance who have plans for doctoral studies after working as an RA for two years.

The RAs will report directly to the faculty and administrative manager in the Research Staff Services office. Ideal 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:**

- RAs will develop and maintain expertise in new research methodologies and techniques.
- For quantitative roles, RAs will manage and manipulate data using requested packages, such as STATA, Python, R, or MATLAB.
- For behavioral roles, RAs will manage and manipulate data using qualitative research tools, such as Qualtrics and MTurk. They will also manage IRB submissions.
- Collect, clean, synthesize, and analyze data. Produce statistical models. Provide analysis of data exhibits for academic journal articles. Provide statistical analysis and design for reports and presentations.
- Develop, synthesize and provide analysis of literature reviews. May also provide analysis, editing, and drafts for academic journal articles, HBS cases and HBS teaching notes.
- Balance project requests from multiple faculty members, using strong communication and prioritization skills. Must be able to structure assignments and keep faculty member informed as necessary, using own judgment.
- Independently manage all timelines and deliverables. Exercise independent decision making with regard to progression of research project and methodologies.

#### **Basic Qualifications:**

Bachelor's degree in economics, mathematics, quantitative sciences, or business-related field required.

Statistical/programming experience and/or applied experience with Python, STATA, R, or MATLAB. Behavioral pre-doctoral roles require familiarity with qualitative coding and research methods, including tools like Qualtrics and MTurk.

**Additional Qualifications:**

Evidence of outstanding academic achievement. Indication of independent research experience and/or applied experience. Methodological interests in econometrics, statistics, machine learning, industrial organization, productivity, and economic theory are preferred. Must be able to take complex research ideas, concepts, and methodologies and apply them to new projects and situations. Abilities to use own judgement, structure assignments, and keep faculty members informed are a must.

Excellent communication, interpersonal, organization, research, analytical, writing, and editing skills are required. Proven ability to handle multiple projects simultaneously and to 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.

**Please Note:**

These roles are full-time term appointments starting in the summer, through June 30 of the following year. All Research Associate roles at HBS are structured as term appointments. There is strong potential for reappointment, and a preference for candidates willing to commit for two or more years.

The recruiting process is rolling. Applications will be reviewed as they are received, now through spring.

A cover letter is required to be considered for this opportunity. All candidates will be expected to submit a writing sample and transcript. Candidates for quantitative roles will submit sample coding to be reviewed by an HBS statistician.

Harvard Business School will not offer visa sponsorship for this opportunity.

During the current period of COVID-19 related restrictions, this position may start as a remote position with the transition to onsite at HBS campus in Boston, MA when the office reopens.

While we continue to monitor the evolving COVID-19 guidelines and restrictions, we appreciate your understanding and flexibility with our interview process. Please note that we will be conducting interviews virtually (phone and or Zoom) for selected candidates until further notice.

Harvard requires COVID vaccination for all Harvard community members. Individuals may claim exemption from the vaccine requirement for medical or religious reasons. More



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information regarding the University's COVID vaccination requirement, exemptions, and verification of vaccination status may be found at the University's "COVID-19 Vaccine Information" webpage: <http://www.harvard.edu/coronavirus/covid-19-vaccine-information>

Culture of Inclusion: The work and well-being of HBS is profoundly strengthened by the diversity of our network and our differences in background, culture, national origin, religion, sexual orientation, and life experiences. Explore HBS work culture at <https://www.hbs.edu/employment/>.

### **To apply:**

Interested applicants should send a resume and cover letter to Becky Wickel at [rwickel@hbs.edu](mailto:rwickel@hbs.edu). Please include "Pre-Doc RA" in the subject field.

Not the right fit? Be sure to visit our website to review additional openings: <http://www.hbs.edu/research/ra>