Title: Corporate Governance Research Associate
School/Unit: Harvard Law School
Time status: Full-time
Schedule: Monday through Friday, 9:00 – 5:00

Duties & Responsibilities:
Under the general direction of faculty, the Research Associate will gather, clean, manage, and analyze data relevant to corporate governance research, from a variety of databases and other sources. The Research Associate will use tools such as Excel, STATA, or R to contribute to empirical research for academic articles, working papers, and other projects that may arise depending on the Program’s needs.

The Research Associate must be able to take complex research ideas, concepts, and methodologies and apply them to new projects and situations, and must be able to structure assignments and keep faculty member informed as necessary, using their own judgement.

Basic Qualifications:
Bachelor’s degree and 2 years of research, analytical or related experience. Education may count toward years of experience. Demonstrated experience in statistical software required.

Additional qualifications:
Ideal candidates will be comfortable in an environment that requires a high level of independence, intellectual curiosity, and the ability to use discretionary judgment. It is helpful if the candidate is familiar with navigating a complex organization, such as Harvard Law School.

The ideal candidate will possess a combination of education and relevant experience. Statistical or programming experience and/or applied experience in STATA, R, or similar software is required. Candidates should have training and understanding of best practices in data management and analysis. Candidates should have prior experience gathering, cleaning, and analyzing data.

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; proven ability to work independently and creatively; and strong skills in written English, demonstrated in examples such as prior research writing. Strong skills in Microsoft Office are expected.

Candidates that would be well suited for this position include those who may be considering subsequently applying to graduate school in law, economics, business, or public policy. Interest in corporate law, finance, or public policy is useful.

Candidates must be eligible to work in the United States, without needing the University’s visa sponsorship.

Additional Information:
This is a term appointment expected to begin July 1, 2018 and extend to June 30, 2019, subject to funding and departmental need.

To apply, please submit your application via the Harvard employment website, ASPIRE, http://hr.harvard.edu/how-apply-job, and searching the Auto Requisition ID 44047BR.

All offers to be made by HLS Human Resources.