Duties & Responsibilities

The Research Assistant III (RA) will support one faculty member coordinating and carrying out research projects, focused on data programming and statistical analysis, while also contributing to reviewing the literature, drafting material for manuscripts, and overall project management.

The most important work of the Research Assistant will be to use statistical software to analyze large datasets, including insurance claims datasets. This work will involve examining and cleaning datasets, merging and organizing data files, creating datasets that can be analyzed, and using statistical methods (under faculty supervision) to analyze the datasets. A strong background in statistical programming is required (STATA necessary, both STATA and SAS encouraged). A conceptual and working understanding of economics and econometrics is strongly encouraged. The Research Assistant will also be expected to have strong analytic skills to interpret findings of the data analyses, think through limitations of the data analyses, and design sensitivity analyses to test the robustness of findings.

The Research Assistant will also contribute to the development of manuscripts and presentations. This will include conducting literature reviews, drafting portions of manuscripts related to the data analysis, and creating presentation slides with findings from the analyses. The Research Assistant will participate in team meetings and be expected to work in a collaborative and supportive manner with other members of the research team. Relatedly, the Research Assistant will help support the faculty member with project management, such as IRB applications and data compliance tasks. This is a one-year term position.

Basic Qualifications
Three years related research experience. Applicant should have proficiency in using statistical software packages, including STATA. Higher Education may count towards experience.

Additional Qualifications
Bachelors degree preferably in the field of specific research study, with a preference for coursework in a social science field (economics, statistics, or sociology with a quantitative focus). Must demonstrate interest, experience, or background in the area of health policy and/or health services organization, financing, and delivery. Must be proficient with most computer software including Word, Excel, and PowerPoint. Must have working knowledge of statistical software, in particular STATA. Competency with LaTeX preferred. Must learn other software as needed. Independent judgment, patience, and excellent communication skills are required to respond efficiently to varied/complex tasks. Organizational skills and attention to detail are required. Flexibility and an ability to work with a team are essential. Must be able to maintain a calm and cooperative attitude during periods of increased staff activity.

Additional Information
This is a 12-month term position.
Job Function
Research

Location
USA - MA - Boston

Department
Health Care Policy

Time Status
Full-time

Union
55 - Hvd Union Cler & Tech Workers

Salary Grade
054

Pre-Employment Screening
Identity

Schedule
35 hrs/wk, Monday-Friday, 9 am - 5 pm

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 or any other characteristic protected by law.

Link for Job Posting: please search for requisition number 43424BR

Faculty
Zirui Song, MD, PhD
https://www.hcp.med.harvard.edu/faculty/core/zirui-song-md-phd