

Research Fellow – Project Manager and Data Analyst

Run by Dr. Todd Rogers, Professor of Public Policy at the Harvard Kennedy School, the Student Social Support R&D Lab uses data and behavioral science to develop and prove scalable, high ROI interventions that mobilize and empower students' social support systems to improve achievement. For more information, please visit <https://studentsocialsupport.org/>.

The S3 Lab is made up of self-starters who have experience in education and/or behavioral science, and who are passionate about conducting research that helps improve student outcomes and advances knowledge about human behavior. Members of the S3 Lab are strong communicators and team players who are detail-oriented and bring robust field experience and technical skills to their work.

The Research Fellow position is an excellent opportunity for those interested in pursuing advanced degrees and/or careers in academic research or behavioral consulting. Past Research Fellows have gone on to PhD programs and other professional degree programs. They have also joined behavioral science consultancies like the Behavioural Insights Team. This is a one-year appointment with possibility of renewal.

Responsibilities:

This position supports the Lab's mission by managing a portfolio of behavioral science and education research projects from start to finish. Responsibilities may include:

- Conducting literature reviews
- Interfacing with project partners (usually education institutions)
- Survey development
- Intervention design and implementation
- Data processing (e.g. data cleaning and de-identification, development of datasets)
- Data analysis and reporting

The Research Fellow will also support teaching activities and contribute to the efficient execution of lab operation tasks, which may include:

- Grant applications and management
- IRB and data use agreement management
- Expense tracking and interfacing with internal teams at Harvard on other administrative tasks

Skills and Qualifications:

- BA/BS degree required; MA in public policy, education, psychology, or a related quantitative discipline a plus
- Experience teaching and/or working in K-12 schools; familiarity with behavioral science principles advantageous
- Proficiency using statistical software (Stata strongly preferred); programming skills a plus
- Strong statistical analysis skills with a deep understanding of experimental and survey design
- Ability to design and conduct online surveys (Qualtrics and Amazon MTurk strongly preferred)

- Proficiency managing, manipulating, visualizing, and analyzing datasets
- Experience in research project management or similar fields
- Attention to detail, good documentation habits, and experience handling sensitive data securely
- Strong interpersonal, communication, and writing skills
- Ability to learn new skills quickly on the job, to be adaptive, and to problem-solve with limited guidance
- Desire and ability to work with a small, fast-paced, and highly collaborative research team

Position may begin remotely but will need to be based in MA by the end of December 2020.

To Apply: Please email a resume and a one page cover letter as a single PDF attachment to Sarah Thang (sarahthang@hks.harvard.edu) with “Research Fellow Application” as the subject line. Finalists may be asked to complete a performance task and/or submit writing samples and/or transcripts.

Closing Date: Friday, October 2.

Harvard University provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status.

We are only able to hire people who are eligible to work in the United States without needing the University's visa sponsorship.