

Job Title: Data Analyst for the Vice Dean for Research, Columbia Business School

Number of Openings: 3

Days/hours: 5 hours per week

Wage/Salary: \$ 24 per hour

Employment Start Date: January 15, 2020 (flexible)

Employment End Date: May 31, 2020 (with possibility of renewal)

Job Description:

The Vice Dean for Research at Columbia Business School seeks Columbia students to assist with ongoing research projects at the institution. The data analysts will report directly to the Director for Research Planning but interact with a range of faculty, assisting with their data-analysis needs. A high level of responsibility is required as many of the duties will be assigned under the direction, but not direct supervision, of a faculty researcher. This is an excellent opportunity to experience a research environment and gain familiarity with a wide variety of popular research tools, as well as preview possible avenues of graduate study in finance, economics, marketing, accounting, operations, management, psychology, and sociology.

Selected candidates will be required to submit Verification of Employment Eligibility (I-9) form and other paperwork to the Business School in order to be hired. These materials must be submitted prior to the start of work.

Technical Qualifications (A strong candidate need not have all of these skills. We're looking for individuals who have proficiency in some subset of these):

- Data-merging and shaping skills
- Experience scraping, parsing, and crawling the web
- Experience with natural language processing
- Machine-learning skills
- Strong data-visualization skills
- Proficiency in R or Python

Other Qualifications:

- Columbia undergraduate or graduate student
- Ability to work independently under the direction of faculty member
- Interpersonal communication skills, attention to detail, self-driven attitude, sense of ethics
- Ability to dedicate 5 hours/week to the position.

Duties:

The data analysts will help faculty do contained research-related tasks. For instance, they might spend two weeks scraping data for an accounting professor, a week helping a faculty member in finance generate plots for a paper, etc. Between assignments, data analysts will work with the Vice Dean for Research and the Director of Research and Planning to meet some of the school's other research-related needs. Data analysts will be guaranteed 5 hours of work a week.

Application Instructions (In addition to applying via Handshake):

- Submit your resume and cover letter to Professor Malia Mason at researchvicedean@gsb.columbia.edu. Please use the subject line: Application for VDR Research Assistant
- Please complete the following survey: https://columbia.az1.qualtrics.com/jfe/form/SV_8pNkVFhS3PTckst