



Staff Associate - Management Division

Columbia Business School is seeking to hire a Staff Associate (Predoctoral Fellow) to assist with research projects in the Management Division. The work will include quantitative and qualitative research and analysis, collection, coordination and management of information and data, development of research materials (figures, presentations, papers, etc.), and work on special projects relating to what fields of research within the division. This position provides an opportunity to gain experience in academic business research, with a special focus on fields such as management, statistics, data science, and economics; and, would be ideal preparation for a PhD program or other graduate study. This is a two-year position starting July 1, 2020 with a possible extension to a third-year.

The Research Staff Associate duties involve work in one or more of the following areas of research: organizational behavior, social network analysis, economics, and statistics. Specific duties include:

- Collecting, managing and manipulating data using a variety of tools and sources, including but not limited to Stata and R.
- Producing summary statistics and conducting basic statistical analyses
- Writing scripts in python to automate processes and for web scraping

Applicants for Research Staff Associate position are expected to have the following:

- Bachelor's degree in Engineering, Computer Science, Data or Information Science, or in a quantitative discipline such as Mathematics, Statistics, or Economics with coursework in computer science.
- Experience with Stata and familiarity with statistical analyses
- Ability to work independently and manage all timelines and deliverables. Since the RA will be working with multiple faculty members/projects, the ideal candidate will be self-motivated and be able to structure assignments and keep faculty member informed as necessary
- Strong written and verbal English skills are essential
- Evidence of outstanding academic achievement, along with prior high-quality academic writing. Ability to read academic, subject-specific information and write a reasoned and thoughtful analysis, as well as produce a creative interpretation, is a plus. A writing sample is required.
- The ideal candidate will have extremely high standards in terms of quality of work, attention to detail, strong organizational 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. Preference for a candidate who plans to seek an advanced degree.

Columbia University is an Equal Opportunity/Affirmative Action employer. Women and minorities are especially encouraged to apply.

Please visit our online application site at the [Columbia University RAPS site](http://pa334.peopleadmin.com/postings/4605) for further information about this position and to submit your application or copy and paste the URL below:

<http://pa334.peopleadmin.com/postings/4605>