
MIT Job Description

Job Title: Senior Research Support Associate	Position Title: Senior Research Support Associate
Reports to: In Song Kim, Rich Nielsen, Daniel Hidalgo	% Effort or Wkly Hrs: 100%, 40 hours a week

Position Overview:

Are you passionate about research in political science and eager to dive into the dynamic world of academia? We're seeking a self-starter to join our team as a Senior Research Support Associate. In this role, you'll be at the forefront of cutting-edge research initiatives, overseeing and assisting in projects involving research assistants, graduate students, and esteemed scholars. You'll have the opportunity to engage in a variety of research activities, from conducting literature reviews to analyzing data and overseeing data collection efforts. You will master R/RStudio, with exposure to SQL for specific big data projects and Python as needed. Additionally, you'll continuously expand your knowledge by learning and implementing best practices in research methodologies.

But it's not just about research. You'll also play a vital role in the administrative aspects of our academic environment. From assisting professors in course setup to seamlessly running seminars from start to finish, you'll be instrumental in ensuring the smooth operation of our academic programs. We value initiative and independence, so while you'll be responsible for managing your own work, you'll also know when to collaborate with professors or tap into additional resources.

This position is particularly suited for individuals who are exploring their interest in pursuing political science Ph.D. programs, providing a valuable opportunity to gain firsthand experience and insight into the field. The position offers full MIT benefits, career mentorship, and engagement with an academic community.

Principal Duties and Responsibilities (Essential Functions):**

- Develop R scripts to streamline research processes and support academic paper projects effectively.
- Conduct various research tasks including literature reviews, in-depth research investigations, web scraping, data sourcing, with a focus on continuous learning and skill development.
- Oversee mailing lists and website updates to maintain accurate and up-to-date information.
- Manage expense reports, financial documentation, and budget control measures meticulously.
- Coordinate and manage seminar logistics, ensuring smooth arrangements for guest speakers.
- Handle ad hoc requests from professors promptly and effectively.

Qualifications & Skills:

REQUIRED:

- B.A./B.S. in Political Science or a related domain.
- Experience with R, Python, or Stata, and experience with data (data management, data science, data analysis, data visualization, etc.)
- Above all, robust communication skills are imperative.

PREFERRED:

- Substantive interest in social science or political science, interest in attending political science PhD programs
- Demonstrated experience in project management and adept problem-solving skills, with the ability to think quickly and effectively in spontaneous situations.
- Proven track record of successfully resolving logistical challenges and adeptly prioritizing tasks to fulfill requests promptly and efficiently.

Supervision Received:

This role/job will report to three professors in the Political Methodology Lab (Professor In Song Kim, Professor Rich Nielsen, Professor Danny Hidalgo) with minimal supervision; other team members are available for mentorship and skill-development opportunities.

Supervision Exercised:

This position will not directly oversee any personnel but will interact undergraduate research assistants (e.g., UROP at MIT) in a capacity that can involve mentorship.

This position will be in office, with some exceptions made for remote work during holidays.

A complete application should include: a) A cover letter (Please indicate your earliest preferred start date in your cover letter), b) a resume as a single PDF file.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.