

MIT Job Description

Job Title: Research Associate	Position Title: Research Associate
Reports to: Doug Criscitello	% Effort or Wkly Hrs: 100%

Position Overview:

The MIT Golub Center for Finance and Policy (GCFP) seeks to appoint a full-time research associate to assist in the preparation of research aimed at informing decisions made at the intersection of finance and policy. The associate will be responsible for helping to implement the center's research efforts and for ensuring GCFP is well positioned to inform public policy development through high-quality reports and educational initiatives. The associate will raise the profile of the center's work by assisting in the development of publications and other research and through participation in a range of conferences, seminars and other external events.

The mission of GCFP is to serve as a catalyst for innovative, cross-disciplinary and non-partisan research and educational initiatives that address the unique challenges facing governments in their role as financial institutions and as regulators of the financial system. Research initiatives supported by the GCFP are organized into three main tracks:

1. Evaluation and Management of Government Financial Institutions
2. Regulation of Financial Markets and Institutions
3. Measurement and Management of Risk

GCFP seeks to provide greater access to the tools of modern financial analysis to regulators, policymakers and other public-sector stakeholders.

Principal Duties and Responsibilities (Essential Functions):**

The associate will be responsible for helping to carry out the center's research program and for ensuring GCFP is well positioned to inform public policy development through high-quality reports and educational initiatives. The individual will perform a range of tasks, including contributing to all phases of the research process: assisting in methodology development, conducting data gathering and analysis, drafting reports and assisting in research dissemination and outreach.

As a key member of GCFP's research team, the associate will help plan and conduct specific research, modelling, projection, and data development initiatives aimed at identifying and addressing public policy problems and improving decision-making by government officials. The candidate will provide subject matter insights and contribute to the study of government policies and programs.

Duties include:

- Assisting in the development of high-impact research, modelling, projection and data development projects involving government finance programs;
- Developing papers, short-form reports (policy briefs), blog posts and media content;
- Providing input to a wide range of work being conducted at the center; and
- Contributing across the center to carry out a diverse mix of tasks as they arise.

Supervision Received:

The associate reports to GCFP's executive director and will receive occasional supervision in the form of assignments and review of work. The individual selected for the position will exercise significant judgement in

determining appropriate daily tasks to meet organizational goals and will be required to anticipate emerging needs of the center and to respond proactively to address.

Supervision Exercised:

Associate will help manage the work of part-time student workers and interns but otherwise will have no formal supervisory responsibilities.

Qualifications & Skills:

REQUIRED:

- Versatile researcher and team player able to stay abreast of and engaged in GCFP's many concurrent projects.
- Demonstrated capabilities and training to conduct high-quality, innovative research in public policy, economics or finance.
- Ability to play a key role in the center's research and the ability to work seamlessly with other GCFP researchers, students and staff.
- Work experience within a government financial institution (or related organization) or demonstrated understanding of government's role as a financial decisionmaker, regulator and participant.
- Excellent written and oral communication skills.
- Requires bachelor's degree. A master's degree in Economics, Finance, Public Policy Analysis, or a related field is strongly preferred.

** 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.