

MIT Job Description

Job Title: Research Associate	Position Title: Research Associate
Department: Golub Center for Finance and Policy	% Effort or Wkly Hrs: 100%

Position Overview:

The MIT Golub Center for Finance and Policy (GCFP) seeks to hire a full-time Research Associate. The associate will play a key support role for all the activities of the Center, including participating in the creation and dissemination of its research and educational initiatives and assisting in its outreach activities.

Research responsibilities will include assisting with data collection, programming, statistical analyses, model development, and other aspects of selected research projects. In keeping with the Center’s mission, the aim of these research initiatives is to produce original analyses and develop new data sources that will serve the important goal of better-informing decision-making by financial policymakers globally. Other responsibilities include maintaining and updating the Center’s website; helping to support GCFP events which include academic conferences, course offerings, seminars and special meetings; and assisting in the production of publications and blogposts.

The position offers the opportunity to contribute to projects involving the creative use of the tools and insights of modern finance to develop practical insights and guidance for policymakers, and to broaden the associates research and communication skills. The experience gained would be excellent preparation for pursuing a PhD in finance or economics, or obtaining a research position at a central bank, government financial or regulatory agency, think tank, or in the private financial sector.

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.

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 model formulation and development, data gathering and quantitative analysis, and drafting reports and assisting in research dissemination and outreach. Responsibilities will also include the support of educational and outreach activities, including maintaining and updating the Center’s website, and helping to support GCFP events. The associate 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, and data development projects involving government financial decision-making or financial regulation
- Assisting in developing papers, short-form reports (policy briefs), blog posts and other website materials, and media content
- Translating the results of academic into articles that can be understood by a lay audience
- 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. For selected projects, the associate will be asked to report directly to other GCFP senior staff. Supervision is in the form of assignments, regular consultations and feedback on ongoing work, and review of final products. The individual selected for the position will exercise significant judgment 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 those.

Supervision Exercised:

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

Qualifications & Skills:

REQUIRED:

- Demonstrated capabilities and technical training to conduct high-quality, innovative research in economics and finance, including programming and data analysis skills.
- Excellent written and oral communication skills.
- Self-motivated and versatile team player able to work on several concurrent projects.
- Commitment to working collaboratively with other GCFP researchers, students and staff, and willingness to express ideas and accept direction.
- Requires bachelor's degree. A master's degree in Finance, Economics, an MBA, or a quantitatively-oriented MPA (or equivalent) is strongly preferred.
- Work experience within a government financial institution (or related organization) or demonstrated understanding of government's role as a financial decisionmaker, regulator and participant is a plus, but not required.

** 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.