Research Fellow

Position Description

The People Lab, led by Professor Elizabeth Linos, aims to empower the public sector by producing cutting-edge research on the people of government and the communities they are called to serve. Using evidence from public management and insights from behavioral science, we study, design, and test strategies that can solve urgent public sector challenges in three core areas:

- Strengthening the government workforce – how to recruit, retain and support diverse talent in the public sector that can effectively and equitably respond to the changing needs of residents.
- Improving resident-government interactions – how to reduce barriers to equitable access to government services, mitigate the burdens that residents face when they interact with their government, and increase trust and satisfaction through such interactions.
- Reimagining evidence-based policymaking – how to better include excluded voices in the design, implementation and evaluation of government innovations, and support the equitable adoption of best practice at scale.

The Research Fellow for The People Lab will work closely with a diverse team of scholars who are passionate about conducting collaborative, applied, data-driven research on key priorities in government. Most studies involve a randomized controlled trial (RCT), and direct collaboration with government agencies and other stakeholders.

This position is ideal for motivated college graduates who are interested in pursuing graduate school in public policy, behavioral economics, or public management. This position will be posted as a one-year position. Ideally, however, the position would be held for a minimum of two years; renewal contingent upon effective performance.

Position Responsibilities

- Support the design and implementation of research projects, including – but not limited to - randomized control trials (RCTs), survey experiments, and behavioral interventions.
- Learn new research methodologies and techniques and proactively apply them to research projects under the supervision of senior research staff.
- Under close supervision of the Faculty and Research Directors, help design and conduct online and field surveys under the direction of the Faculty and Research Directors.
- Support data cleaning, statistical and econometric analyses using Stata or R on administrative data sets, survey data, and/or other sources of incoming data in accordance with pre-analysis plans and under the direction of the Faculty and Research Directors.

- Present and visualize analyses and results in various formats (tables/graphs, etc.); support preparation of results presentations for conferences and external stakeholders.
- Support development of research administration and compliance materials including – but not limited to - Institutional Review Board (IRB) protocols, data use agreements (DUA), and data security application processes under the supervision of the Research Director.
- Provide research assistance across the lifecycle of a project – e.g., from project scoping to close-out – and across multiple projects at a time. This may include conducting background research and literature reviews; conducting data entry; supporting project and partner management by attending meetings and taking notes, and by coordinating and contributing to follow-up items; conducting baseline and endline data analysis; preparing data packages; de-identifying studies prior to closure; and more. Support authorship of academic papers, policy reports, presentations, and other publications by conducting literature reviews, editing or drafting text, summarizing research results, and preparing manuscripts and data packages for publication.
- Assist with grant proposals and grant reporting, including developing & communicating submission timelines to the team.
- Balance project requests from multiple team members, using strong communication and prioritization skills.
- Coordinate and organize lab meetings.
- Other duties as assigned.

Basic Qualifications
- Bachelor's degree required.
- 1+ year of work-related experience. Internships and RA experience while in school may count towards this requirement.

Additional Qualifications and Skills

- Evidence of outstanding academic achievement.
- Statistical/programming experience and/or applied experience with STATA or R.
- Experience conducting empirical research including contributing to data collection and cleaning activities.
- Proven ability to manage multiple tasks while maintaining an exceptional attention to detail and accuracy.
- High level of maturity and empathy with outstanding interpersonal and communication skills.
- Ability to read and analyze published academic papers, and accurately understand their main results.

- Strong interest in public policy, social science, behavioral science or economics, and/or public management.

Additional information

To apply, please complete this Online Application Form by **Monday, January 6th at 5 pm ET**, and submit the following in one PDF document:

(1) Cover letter
(2) Resume or CV
(3) Official or unofficial transcript
(4) Names and contact info for three references

This is a hybrid position which we consider to be a combination of remote and onsite work at our Cambridge, MA based campus. HKS expects all staff to be onsite a minimum of 3 days per week and departments provide onsite coverage Monday – Friday. Specific hours and days onsite will be determined by business needs and are subject to change with appropriate advanced notice.

Evaluation of qualified candidates will include a written and quantitative assessment exercise.

This position is a fully benefits-eligible term appointment ending one year from date of hire, with possibility of renewal.

EEO Statement

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.