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08-Aug-2022

Research Associate, Program on Corporate Governance

Harvard Law School

59356BR

Job Summary

[The Program on Corporate Governance at Harvard Law School](#) (the “Program”) seeks to foster research and scholarship about corporate governance and facilitate discourse in this field among academics, practitioners, and policymakers.

The Program has an entry-level opportunity for a Research Associate. The position is designed for recent college graduates who consider proceeding subsequently to professional or graduate school in law, public policy, business, or economics, and some of those who held this position in the past went on to such studies.

The Research Associate is expected to work on various Program’s activities and projects, including its prominent online [forum on corporate governance](#) (“Forum”) and its various research projects.

The Forum is the top online resource for corporate governance scholars and practitioners. It attracts over 200,000 unique readers a month on average, and its posts have been widely cited by media articles, regulatory releases, and academic studies. The Program also supports an array of research projects on corporate governance and capital markets policy. The Research Associate will obtain exposure to current topics and debates on corporate governance and capital markets policy and the opportunity to work and interact with Program faculty members and research fellows.

To learn more about the Program and the Forum please visit [here](#) and [here](#).

Position Description

As a Research Associate you will:

Carry on tasks in connection with the various research projects of the Program, which may include:

- Providing analysis of relevant literatures.

- Identifying, reviewing, and distilling information from diverse sources.
- Reviewing and analyzing corporate governance materials and documents.
- Putting together and analyzing datasets from which research conclusions could be drawn.

Carry on tasks in connection with the Forum, which may include:

- Reviewing and editing contents for the Forum's daily posts.
- Publishing posts through WordPress and updating the Program's online websites.
- Working on the Forum's statistics, newsletters, subscriptions to and feeds from prominent firms and organizations, and communications to authors.

Basic Qualifications

Bachelor's degree at the time of starting the position or equivalent experience. 3+ years of experience (including in an educational context) in research, writing, or editing.

Additional Qualifications and Skills

We are looking for people who have:

- Effective writing, editing, researching and proofreading skills.
- Attention to detail.
- Comfort with learning and mastering new applications and technology issues.
- Organization and the ability to prioritize.
- Effective communication skills and the ability to translate complex IT concepts to a non-technical audience.
- Strong skills in MS Office (Word, Excel, PowerPoint).

Additional Information

We regret that Harvard Law School is unable to provide visa sponsorship for staff positions.

All offers to be made by HLS Human Resources.

Be a part of excellence and leadership in legal education and scholarship at Harvard Law School. We are a community of talented people from diverse backgrounds, lived experiences, and perspectives, dedicated to advancing the cause of justice all over the world. We value our differences and our diversity as a source of strength. We are committed to developing and

inspiring our students and our workforce. Whoever you are, whatever you do, however you do it, [Harvard Law School](#) is a place where you can thrive.

Job Function

Research

Location

USA - MA - Cambridge

Job Code

403126 Research Assistant IV Non-Lab

Sub-Unit

Department

Program on Corporate Governance

Time Status

Full-time

Salary Grade

055

Union

55 - Hvd Union Cler & Tech Workers

Pre-Employment Screening

Education, Identity

Schedule

40hrs/week, M-F

Commitment to Equity, Diversity, Inclusion, and Belonging

Harvard University views equity, diversity, inclusion, and belonging as the pathway to achieving inclusive excellence and fostering a campus culture where everyone can thrive. We strive to create a community that draws upon the widest possible pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values.

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.

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