POSITION DESCRIPTION
Joint Center for Housing Studies
Harvard University

POSITION AVAILABLE

Title: Research Assistant III - Homeownership

Grade: 54

Description:
Harvard University’s Joint Center for Housing Studies (JCHS) seeks applications for a research assistant to conduct economic and demographic research related to homeownership, housing finance, and economic inclusion. Since its founding in 1959, JCHS has been a leader in advancing public understanding of housing issues and policy. Through its research, education, and public outreach programs, JCHS helps leaders in government, business, and the civic sectors make decisions that effectively address the needs of cities and communities. As member of the JCHS research team, the research assistant will contribute to the Joint Center’s research products, communications, events, and other activities—with a focus on topics related to homeownership, housing finance, and economic inclusion.

Specific Duties:


- Participates in policy analysis work; summarizes and compiles data and literature in the areas of housing finance, mortgage markets, home improvement markets, building materials manufacturing and distribution, affordable or assisted housing, urban planning, land use regulation, and other research areas as needed.

- Provides statistical analysis and database management; participates in design of research methods and approaches; serves as source of information or reference on specific research methods and may train others in statistical analysis procedures.

- Organizes material for reports, working papers, and journal articles. Drafts publications both independently and in collaboration with senior staff/faculty. Delivers short research presentations at conferences as required.

- Works as a member of a team, contributing to all aspects of project development and execution. Submits periodic reports of project status to supervisor. Performs other project duties as required.

Basic Requirements:
Candidates must have an interest in topics related to homeownership, housing finance, and economic inclusion. Experience with statistical software packages such as SAS, Stata. GIS programming and analysis skills strongly desired. Experience with Microsoft Excel and Powerpoint applications.

Additional Requirements:
Preference will be given to those with a master’s degree in economics, public policy, urban planning, or related field, with 1 - 2 years research experience. Strong analytical and oral and written communication skills. Candidate must have employment eligibility to work in the United States.
**Application Instructions:**

Applicants should submit a cover letter, resume, via Harvard’s recruitment management system, ASPIRE (job requisition number 36730BR). Applications will be reviewed on a rolling basis as they are received.

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 or any other characteristic protected by law.