**Job Description: Research Assistant**

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<th>Designation</th>
<th>Research Assistant (Full Time)</th>
<th>Department</th>
<th>Information Management &amp; Analytics</th>
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<tr>
<td>Location</td>
<td>Mumbai</td>
<td>Reporting to</td>
<td>Area Chair</td>
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**Job Responsibilities**

Under the direction of the faculty member, The Research Assistant/Associate will:

- Design and conduct research projects
- Synthesize, analyze, produce statistical models and original written material
- Contribute to scholarly research products like journal articles, working papers, existing cases and presentations
- Collect, manage and manipulate data using a variety of tools and sources like Excel, Stata, R. Develop, synthesize and provide analysis of data exhibits
- Conduct background research, draft new cases and update existing cases or materials for classroom use
- Gather, analyze, edit and draft all forms of academic writing.
- Produce original written materials
- Manage timelines and deliverables wrt the research project
- Support in decision making wrt the progression of research project and methodologies.
- Participate in internal/external networks for the exchange of information and to form relationships for future research collaboration
- Keep faculty member or research head informed using own judgement
- Schedule relevant meetings associated with the research project or related activities.
- To take responsibility for resolving problems affecting the delivery of research projects.

**Education Qualification**

Masters preferably in (Information Systems) . Masters degree is mandatory

**Previous Experience**

Not mandatory. But up to 2 years of relevant experience would be an advantage.

**Skills/Capabilities Required**

- Positive attitude towards learning & open-minded
- Good oral and written communication
- Good follow-up and people management skills
- Have a keen interest in research
- Data Compilation, Analysis, and Presentation
- Report Writing Skills
- Meeting strict deadlines
- Expertise in MS Office, Ability to do analytics using excel or a statistical software