

**Job Description: Research Assistant**

<b>Designation</b>	Research Assistant (Full Time)	<b>Department</b>	Information Management & Analytics
<b>Location</b>	Mumbai	<b>Reporting to</b>	Area Chair
<b>Job Responsibilities</b>	<p>Under the direction of the faculty member, The Research Assistant/Associate will:</p> <ul style="list-style-type: none"> <li>• Design and conduct research projects</li> <li>• Synthesize, analyze, produce statistical models and original written material</li> <li>• Contribute to scholarly research products like journal articles, working papers, existing cases and presentations</li> <li>• Collect, manage and manipulate data using a variety of tools and sources like Excel, Stata, R. Develop, synthesize and provide analysis of data exhibits</li> <li>• Conduct background research, draft new cases and update existing cases or materials for classroom use</li> <li>• Gather, analyze, edit and draft all forms of academic writing.</li> <li>• Produce original written materials</li> <li>• Manage timelines and deliverables wrt the research project</li> <li>• Support in decision making wrt the progression of research project and methodologies.</li> <li>• Participate in internal/external networks for the exchange of information and to form relationships for future research collaboration</li> <li>• Keep faculty member or research head informed using own judgement</li> <li>• Schedule relevant meetings associated with the research project or related activities.</li> <li>• To take responsibility for resolving problems affecting the delivery of research projects.</li> </ul>		
<b>Education Qualification</b>	Masters preferably in (Information Systems) . Masters degree is mandatory		
<b>Previous Experience</b>	Not mandatory. But up to 2 years of relevant experience would be an advantage.		
<b>Skills/Capabilities Required</b>	<ul style="list-style-type: none"> <li>- Positive attitude towards learning &amp; open-minded</li> <li>- Good oral and written communication</li> <li>- Good follow-up and people management skills</li> <li>- Have a keen interest in research</li> <li>- Data Compilation, Analysis, and Presentation</li> <li>- Report Writing Skills</li> <li>- Meeting strict deadlines</li> <li>- Expertise in MS Office, Ability to do analytics using excel or a statistical software</li> </ul>		