Full-time Position

Research Coordinator, Finance and Economics division

Columbia Business School is searching for a Research Coordinator. The Research Coordinator conducts research, coordinates information management, develops teaching materials, and works on special projects for Columbia Business School faculty. Potential projects include a range of business and policy-related topics such as:

- How changes in the organizational structure of firms impacts productivity and the demand for talent
- Designing compensation systems to enhance productivity
- How multinationals make decisions about which firms to acquire when they enter foreign markets

The Research Coordinator works closely with Business School professors, along with a team of other Research Coordinators. Some Research Coordinators do very quantitative research, while others do more qualitative analysis. The work environment is informal and exciting.

This position is ideal for someone looking to gain experience in academic or business research with a special focus on fields such as finance, economics, psychology and sociology. The position is great preparation for a PhD program or other graduate study. Columbia University offers excellent benefits including the ability for employees to take courses at Columbia University tuition free.

RESPONSIBILITIES:
1. Assist with quantitative and qualitative research projects.
2. Develop models and programming with programs such as Stata, Matlab, Access, and SAS. Perform statistical analysis including running regressions. Assist with data entry and maintain computer data sets with appropriate analytic programs.
3. Maintain databases and extract data from different databases for analysis. Maintain the status of various projects and their corresponding completion dates.
4. Assist with data analysis, interpretation, write up and dissemination of findings through the preparation of reports, journal articles, presentations, web sites, and other research outlets.
5. Perform case-based research, including the ability to work with detailed primary documents.
6. Assist in the organization of research programs including conferences, seminars and workshops, and perform other related duties as assigned.
7. Prepare presentations for teaching and research projects.

Qualifications:
Bachelor’s degree in economics, business, statistics, mathematics, finance, computer science, or engineering preferred. Previous research experience is a strong plus. Excellent academic record and work ethic required. Excellent organizational and oral/written communication skills required. Enthusiasm for research required. Knowledge of STATA is necessary as well as an interest in learning other relevant computer software and statistics packages (e.g. SAS, Mathematica, Matlab, perl, Java, C++, SQL, etc.).

To apply:
Visit Jobs at Columbia (jobs.columbia.edu/applicants/Central?quickFind=123990). Please submit a resume, including an email address, and a cover letter describing your research experience and your interest in this position. Candidates must submit a writing sample and unofficial transcript to be considered.

Position will remain open until filled.