Research Assistant for Robert Pozen, Harvard Business School Lecturer
One year, starting July 1, 2013 (30-35 hours per week)

Responsibilities:

- Provide general administrative and research support for Robert Pozen, including:
  - Researching economic and political issues and compiling data in connection with a wide variety of projects and subject areas.
  - Writing, updating, and editing Cases to be taught by Pozen at Harvard Business School (HBS)
  - Preparation of presentation materials and speeches associated with Pozen’s speaking engagements
  - Writing drafts of short articles and op-eds, as well as longer academic papers.

Job requirements:

- BA/BS required (to be received by June 2013).
- Ability to work independently
- Proficiency in Microsoft Office products, including Excel and PowerPoint
- Ability to write clearly and with reasonable speed
- Comfortability with different types of quantitative analysis
- Some knowledge of financial services industry preferred
- Interest in economic policy

Insights from the previous research assistant:

“My experience as research assistant to Robert Pozen has been highly worthwhile. This job has allowed me to get deep in the weeds of intellectually stimulating public policy issues, including tax policy, Social Security reform, and financial regulations. During the course of this job, I have developed my writing ability by composing drafts of articles and op-eds for a wide variety of audiences. In particular, I am listed as a co-author (with Bob) of an article published in Tax Notes in December 2012. I highly recommend this job for recent college graduates who ultimately hope to work in a career related to economics, business, finance, or public policy.”


If interested, please email résumé and references to Robert Pozen (rpozen@hbs.edu).