

Staff Associate – Management

Columbia University in the City of New York: Columbia Business School: Management

Location

Manhattanville

Open Date

Feb 03, 2024

Salary Range or Pay Grade

65,000

Description

Reporting to the Director of Academic Administration for the Management Division, the Staff Associate is responsible for the daily management and operation of research, academic, and teaching needs of a management division Professor who is visually impaired.

Responsibilities:

Research

1. Manages research and academic activities of the Professor, including, but not limited to: conducting library and electronic research, literature reviews, statistical data analysis, research summaries, and assisting with the design and implementation of research projects through survey design, participant management, training of research assistants, (RAs), beta testing surveys, proof-reading, and lab presentations. Works with the Professor on all research related assignments including traveling with the Professor to research sites. Works with company employees on research collaborations to identify relevant research information, consolidates company documents and materials relevant to research project.
2. Coordinates research projects, organizes lab schedules, organizes research meetings, hiring RAs, proofing recommendations, assisting journal review, etc., and collaborates with the Professor on each of these areas.
3. Reads research related materials aloud, organizes, synthesizes, and summarizes psychological/management related research papers. Organizes related files and folders for citations and research.
4. Assists with preparation of research papers and presentations. Proofreads and formats manuscripts. Prepares all materials for research related presentations, and other related duties as needed.

Administrative:

1. Hires, trains, and supervises staff needed for any additional needs.
2. Acts as a guide for the professor while in the working environment whenever necessary

3. Performs related administrative and research duties as needed.

Qualifications

Minimum requirements:

- Bachelor's degree, preferably in Management or in a related cross-disciplinary area such as economics, neuroscience, and psychology;
- 1-2 years of research experience in a research assistant role required;
- Excellent oral, interpersonal, research, writing and presentation skills required;
- Demonstrated computer proficiency with MS Office necessary;
- Must be fluent in the statistical programs R and R Studio. Programming experience in SPSS strongly preferred;
- Familiarity with statistical tools is required;
- Understanding of social science research;
- Familiarity with campus and surrounding areas essential;
- Some evening and weekend work required;
- Must be able to travel.

Application Instructions

The following items are required as part of your application submission:

- Resume or CV
- Cover Letter
- Writing sample
- Letters of recommendation/evaluation (2)

Application Process

This institution is using Interfolio's Faculty Search to conduct this search. Applicants to this position receive a free Dossier account and can send all application materials, including confidential letters of recommendation, free of charge.

Equal Employment Opportunity Statement

Columbia University is an Equal Opportunity Employer / Disability / Veteran

Pay Transparency Disclosure

The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to departmental budgets, qualifications, experience, education, licenses, specialty, and training. The above hiring range represents the University's good faith and reasonable estimate of the range of possible compensation at the time of posting.

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