

MADRAS SCHOOL OF ECONOMICS
Research Assistant/Associate Job Description

Applications for Research Assistants/Associates are invited by Madras School of Economics to assist in carrying out an ICSSR funded research project. The title/pay level is determined based upon the candidate's current qualifications (B.A. or M.A.) and ICSSR guidelines.

Minimum qualifications/requirements:

- Academic and/or work experience related to the field of economics and/or finance
- Experience with specialized software or datasets
- Excellent writing and presentation skills
- Satisfactory academic credentials

While a research assistant/associate is expected to contribute in many ways to the research project, typical responsibilities include the following:

- Conduct literature reviews
- Collect and collate experimental data
- Prepare materials for submission to granting agency
- Maintain records and utilisation of materials related to the project
- Coordinate to acquire equipment or supplies necessary for the project
- Manage project related communications
- Prepare, maintain, and update materials for project
- Attend project meetings
- Attend area seminars and other meetings as necessary
- Summarize project results
- Prepare progress reports for the Project Director and funding agency
- Prepare other articles, reports, and presentations
- Monitor the project budget

Other duties and responsibilities may be assigned by the Project Director. Quarterly work requirements and schedules must be discussed with the Project Director to ensure that the work priorities can be accomplished. Concerns about any additional responsibilities should be discussed first with the Project Director, and then the Director of the Institution.

Applications should be sent to ekta@mse.ac.in. Required documents include, CV, a sample of writing and a short note (less than 500 words) stating your interest in this position. Last date of application is 15 December 2019.