

Research Analyst, Health + Tech

September 2018 (Six-month assignment)

Data & Society Research Institute is seeking a dynamic and energetic **Research Analyst, Health + Tech**, to provide support to the Research Lead in the day-to-day management of the overall initiative.

About the Research Analyst, Health + Tech

The Research Analyst, Health + Tech is primarily responsible for supporting the Research Lead in day-to-day management of the promotion and review of submissions associated with a public request for proposals. In addition, they will serve as a lead contributor to Data & Society communications and written outputs, such as brief research papers, blog posts, event promotion materials, and other public-facing writing. Depending on skill level and interest, there may be additional opportunities for doing primary research work.

The role of Research Analyst, Health + Tech is a full-time, non-exempt position and reports directly to the Research Lead, Health + Tech. **This is a 6-month term position, with the possibility of extension.** This position is ideal for an early career researcher and writer who can devote 40 hours per week to the job.

The ideal candidate comes to Data & Society with an entrepreneurial outlook and has experience with growing organizations, ideally academic or research based. They are excited to work both independently and collaboratively, and contribute to the growth of Data & Society. They are intellectually flexible, with a strong ability to move from task to task and to pivot quickly.

Responsibilities

- Under the direction of the Research Lead, conduct basic research across projects. As opportunities arise, contribute to literature reviews and primary research;
- Assist Health + Tech researchers with data collection and analysis;
- Coordinate and assist with reviews of protocols;
- Support the Research Lead in drafting internal documents such as memos, funder communications, and team documentation;
- Coordinate and attend regular team meetings, as well as collaborations with other members of the Data & Society community; and
- Facilitate research processes, information flows, and document retention by implementing and maintaining knowledge management practices resulting from our engagement with library consultants. Maintain the Asana board for the Health + Tech initiative.

Qualifications

- MA degree or relevant equivalent research experience required;
- Strong writing skills, particularly for a non-academic audience;
- Ability to deliver work independently with minimal mentorship;

- Strong time-management skills, the ability to assess the amount of time that a project will take, and meet deadlines;
- Ability to participate in and assist with occasional project-related events (some travel may be required);
- Background or interest in the impact of new technologies on health, well-being, and equity;
- Experience with Google Apps and the ability to quickly learn and adapt to new applications;
- Excellent organizational skills with an ability to manage logistics, scheduling, data, and file management;
- Strong decision-making capability and emotional maturity;
- Proven ability to handle confidential information with discretion; and
- Demonstrated resourcefulness and eagerness to learn new things, engage in work, and solve problems.

Practical Considerations

- This position may be headquartered in NYC or Washington, DC (preferred), however the candidate may conduct the responsibilities of this role remotely.
- Annual salary is commensurate on experience, and you will be offered a generous benefits package and paid time off.
- You must be eligible to work in the United States. We are unable to sponsor visas.

Salary : \$60K - \$65K (based on a 12-month base salary)

Start date : ASAP

To apply, please submit the following to jobs@datasociety.net. Applications will be reviewed on a rolling basis:

- A cover letter explaining your interest in this role, how you learned about this opportunity, your background in managing teams and projects in the past, and why you would be a good fit for this position.
- Your resume/CV
- Please include the name, affiliation, and contact information for two professional references.

About Data & Society

Data & Society focuses on the social and cultural issues arising from data centric technological development. We seek to inform and develop frames for discussion of these complex issues both through our own research and through supporting the expansion of a nascent field of actors concerned about these topics. We want to be a resource, a catalyst, and a convener as new sectors recognize the complexity of the issues and the need for tradeoffs when they increase their reliance on data as a tool for management and decision-making.

We see the field as comprised of researchers, journalists, policymakers, technologists, industry leaders and workers, funders, advocates, and civil society actors. We are committed to helping this field engage substantively, and with an evidence base, in debates over implications arising

from the increasing reliance on data at scale to automated decision-making across a range of sectors.

The work and well-being of Data & Society is strengthened by the diversity of our network and our differences in background, culture, experience, national origin, religion, sexual orientation, and much more. We welcome applications from people of color, women, the LGBTQIA community, and persons with disabilities.