

The Research Assistant will assist with and help coordinate the daily operations of Dr. Layton's research projects. Dr. Layton is a health economist and his projects relate to the economics of health insurance markets. Current projects focus on the economics of the Medicaid program and health care utilization among low-income populations. The candidate should plan to start in summer 2021. Exact start date is flexible.

The most important task of the Research Assistant will be to use statistical software to work with large data sets, including insurance claims datasets. This work will involve the development of data files that can be analyzed (i.e. 'cleaning the data') as well using statistical analysis (under the supervision of the PI) to analyze the data. A background in statistical programming (competency in both STATA and SAS, but especially STATA is preferred) and a basic understanding of economics/econometrics is strongly encouraged. The RA will also be expected to have strong writing skills to allow for drafting of manuscripts based on the analyses.

The RA will also support development of grant applications and preparing presentations. The RA will participate in team meetings and (as needed) take minutes of meetings for distribution to the team. They will assist in literature reviews as needed and in the preparation and revision of manuscripts for publication. They will assist with IRB renewals and applications and will also assist with other projects as needed. This is a two-year position.

One or more years related research experience. Applicant should have proficiency in using statistical software packages such as STATA.

Additional Requirements: BA or BS preferably in the field of specific research study, with a preference for coursework in a social science field (economics, statistics, or sociology with a quantitative focus). Must demonstrate interest, experience, or background in the area of health insurance and/or health services organization, financing, and delivery. Must be proficient with most computer software including Word, Excel, and Powerpoint. Must have working knowledge of statistical software such as STATA and/or SAS. Competency with LaTeX preferred. Must learn other software as needed. Independent judgment, patience and excellent communication skills are required to respond efficiently to varied/complex tasks. Organization and attention to detail a must. Flexibility and an ability to work with a team are essential. Must be able to maintain a calm and cooperative attitude during periods of increased staff activity.

Applicants should send a cover letter and CV directly to Dr. Layton (layton@hcp.med.harvard.edu) via email.