



Job Description

Job Title:	Program Assistant
Department:	Center for International Development
Reports to:	Finance and Operations Manager
Grade:	53

Position Summary:

The Center for International Development at Harvard University (CID) is recognized as a global leader in research to advance economic growth, social progress and governance reform in the developing world by expanding the understanding of development challenges and offering viable solutions to achieving global shared prosperity. CID has consistently been named one of the top five global think tanks in international development and in 2015 was ranked #2.

CID has an immediate opening for a full-time Program Assistant. Reporting to the Finance and Operations Manager, the successful candidate will perform a range of operations duties and research support. S/he will interact closely with CID's senior management, staff and Growth Lab research fellows, and hence must have excellent verbal communication, organizational skills and writing abilities.

General Purpose:

The Program Assistant will provide a range of operations and organizational support to CID staff, serving as a liaison to faculty, fellows, and staff members. S/he will also provide research support to Growth Lab fellows on a variety of economic development research projects. We anticipate the position's responsibilities to include 60% operations role and 40% research role, the distribution may change depending on the time of the year or the activities of the Center.

Position responsibilities:

The primary responsibilities of the Program Assistant include:

Operational support

- Support senior CID management with fundraising and outreach by drafting and editing proposals and presentations
- Manage Growth Lab travel arrangements by booking flights and hotels for national and international trips
- Assist with financial duties including processing reimbursements and/or vendor payments, and conducting monthly reconciliation.
- Provide other supporting activities as needed (managing calendars, composing memoranda, editing reports, answering correspondences, proofreading outreach materials, assist with onboarding fellows)

Research support

- Clean, manage and analyze datasets on a range of economic indicators using Microsoft Excel or Stata statistical software
- Draft and edit working papers or policy recommendations for Growth Lab projects and prepare presentations
- Conduct literature reviews on topics related to growth diagnostic and structural transformation

Successful candidates will gain exposure to economic development issues and work alongside Harvard's development



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faculty and a friendly, energetic team in a high-profile, fast-paced office.

Basic Requirements:

Bachelor's degree. 1 year of demonstrated operations and/or research experience through internships, course work or practicums. Research experience as part of college coursework may count toward experience. Demonstrated intermediate level experience with PowerPoint, Microsoft Excel, and other applications.

Other skills:

Prior experience with data analysis and data management in Stata is preferred. The ability to effectively communicate by phone and email, and proficient at understanding high-level research. The ability to multitask while maintaining an excellent attention to detail. Successful candidate must be an independent worker, highly motivated and detail-oriented with strong organizational skills.

Reporting to this position:

Physical demands and work environment:

I have read and understand this explanation and job description.

Employee Signature:

Date:

Supervisor Signature:

Date: