**Helpful guidance for crafting a job description for a Research Assistant role at Harvard GSD.**

RA job postings should include the following information:

* Position title
* Description of responsibilities
* Required qualifications
* Preferred qualifications
* Any additional details
* Hours per week or per project; and whether it is over the course of semester, academic year, or summer term
* Location: Remote, in-person, or hybrid
* Application instructions
	+ Note of interest, resume, and/or work samples
	+ Name and email address to where applications should be sent

Once you have finalized your job description and are ready to advertise to GSD students, please send your job posting in the body of your email to Anne Creamer, Career Services Coordinator. She will post your opportunity as a one-time email to the student-announce listserv, allowing all eligible GSD students to view and apply immediately.

Sample posting for Research Assistant:

**Housing Finance RA, Joint Center for Housing Studies**

The [Joint Center for Housing Studies](https://www.jchs.harvard.edu/) seeks a part-time (5-10 hours/week) graduate student research assistant to carry out quantitative and qualitative research on the US housing finance system. The student will assist a JCHS senior industry fellow who is writing working papers and other Center publications on possible reforms to the current the US housing finance system.

The RA’s primary responsibilities will be to:

* Find, analyze, and summarize data on issues related to housing finance
* Conduct background research on the political economy of housing finance reform
* Research and write summaries of notable entities involved with housing finance

Seeking demonstrated abilities to:

* Conduct independent research
* Prepare basic financial analyses
* Succinctly write up findings
* Using Microsoft Excel and PowerPoint, create charts and graphs in formats suitable for publication by the Center

Preferred abilities:

* Familiarity with housing policy and financing

The position is a fall-term appointment with the possibility of continuing into the spring semester. The RA will receive an hourly wage commensurate with their experience.

**Application Instructions**

Please send a note of interest with resume to [insert name and email].