



Harvard's Recruitment Management System

Job posting preview

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Auto req ID	42408BR
Business Title	Research Associate
School/Unit	University Administration
Sub-Unit	-----
Location	USA - MA - Cambridge
Job Function	General Administration Library Research
Time Status	Full-time
Department	Office of the President
Salary Grade	056
Union	00 - Non Union, Exempt or Temporary

Duties & Responsibilities

Summary

Harvard University invites applications from scholars of American or African American history to research and investigate Harvard University's historical relationship to slavery, the transatlantic slave trade, and abolition. It may also be possible for candidates to teach one undergraduate course or research seminar in this topic area, as well as guide and advise students on related research. This position is a one-year term with the possibility of renewal.

Duties and Responsibilities

Under the direction of the Office of the President and the Harvard University Archives, and with guidance from the University-wide faculty committee on Harvard and Slavery, the RA will develop, design and conduct a course of research to report and summarize what is known about Harvard's ties to slavery and abolition; additional duties may include surfacing and preparation of materials for classroom or other teaching use; and working closely with faculty from specialties and departments across the University to advance an understanding of Harvard's diverse historical connections to slavery and abolition. Ideal RA candidates will be comfortable in an environment that requires a high level of independence and intellectual curiosity and the ability to use discretionary judgment.

Basic Qualifications

- PhD or other advanced degree in History, American Studies/American Civilization, African American Studies, Anthropology, or related fields with significant relevant work experience, including previous archival work.
- Familiarity with records and archives from colonial and early American history required.
- Evidence of academic excellence.
- Proven evidence of independent research in specific advanced field of study.
- Strong writing skills and ability to synthesize information independently.
- Proven ability to work independently and creatively.
- Capable of consistent use of discretion, judgment, and initiative.
- Evidence of prior high-quality, original academic writing, and background in analysis and interpretation of relevant data, research, news, and literature.
- Ability to read academic, subject-specific information and write a reasoned and thoughtful analysis, is a must.
- Diplomatic skills, comfort in interacting with prominent individuals, and grace under pressure are essential.
- Strong skills related to the Microsoft Office Suite are expected.

Candidates should submit a letter of application, curriculum vitae, a writing sample of no more than 30 pages, and two letters of recommendation.

Additional Qualifications

- 2-4 years of previous archival experience preferred.

- The candidate must have extremely high standards in terms of quality of work, attention to detail, strong organization skills, and absolute commitment to task completion.
- He or she must be able to balance multiple tasks and shifting priorities under tight deadlines at an accelerated pace when necessary.

Additional Information

Pre-Employment Screening

Criminal
Education
Identity

EEO Statement

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.

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