



## **Research Assistant:**

Project name: Healthy Building in the era of Digital Transformation

(Job CO: 2749025)

## **About MIT Sustainable Urbanization Lab**

Grounded in the MIT tradition of rigorous data-driven and field-based research, MIT Sustainable Urbanization Lab helps scholars, city leaders, industry leaders and innovators to build insights on the challenge of sustainable urbanization and digital transformation. We do this through research, education and engagement. SUL lab researchers are world leading experts in urban and environmental economics, real estate and health economics. Our work has been published and presented in top journals and conferences. Besides receiving numerous foundation grants around the globe, our researchers have completed research projects funded by the World Bank, the Asian Development Bank, the Lincoln Institute of Land Policy, the National Natural Science Foundation of China, Google, the U.S. General Services Administration, and the European Commission. Since 2017, we also have leading Chinese real estate corporations sponsoring the research and engagement. For more information about lab's work, please visit: [sul.mit.edu](http://sul.mit.edu)

## **Responsibilities**

The Research Assistant supports SUL's work at the intersection of technology, business strategy, economics & finance and planning&Design. Under the supervision of a senior researcher, the Research Assistant: (a) conducts high-quality research healthy building issues; (b) organizes and analyzes datasets; (c) identifies appropriate data sources and responds to statistical/analytical queries from senior researcher; (d) prepares tables, maps, graphics, and presentations on research findings; (e) provides literature reviews and background memoranda. As needed, the Research Assistant also oversees travel and event logistics, document management, expense reimbursements, and other administrative duties.

### **Research Assistance (70%)**

- Conducts relevant research for senior researcher.
- Works with a variety of large-scale public- and private-sector databases to construct and manage data files; downloading and processing data as they become available using Microsoft Excel and major statistical software packages such as Stata and R.
- Assembles and analyzes survey data, interviews, case studies
- Assists in drafting research reports, including developing narrative, data charts, graphs, tables, and maps.
- Assembles and formats data for presentation on interactive data websites.
- Reads relevant literature as directed; prepares written summaries and analyses of relevant research areas.
- Attends meetings and writes summary reports of outside briefings, conferences, forums, and symposiums.



- Interacts with internal and external stakeholders to inform research design/delivery.

**Writing, Presentation, and Outreach Assistance (20%)**

- Helps conceptualize and execute analyses for posts blog posts, commentaries, and other written products.
- Helps prepare presentations. Creates graphic presentations for the senior researcher's speeches, including, messaging, content (structure and text), and design.
- Locates and selects photos and creates graphs, tables, and maps using Microsoft Excel, Adobe Photoshop & Illustrator, ArcGIS, and/or other statistical software for the senior researcher's presentations.
- Drafts talking points and briefings in preparation for meetings and events.
- Generates analyses in response to media inquiries.

**Administrative Support (10%)**

- Support events logistics, lab's social media communication
- Provides occasional administrative, communication, and logistical support; helps coordinate with Communications and Engagements team; schedules appointments and makes travel arrangements; prepares expense reports; prepares and edits correspondence and memos.
- Draft and update website content with new research, event information, and other webpages.
- Provides general administrative assistance, as needed.

**Knowledge/Skills Requirements:** Strong interest in real estate innovation issues and economics; high-level proficiency in Excel and PowerPoint; capacity to quickly master analytical methods and related software. Must also possess clear writing skills and superb organizational and interpersonal skills, as well as the kind of poise, tact, discretion and mature judgment required in a highly visible and impactful organization. Must be comfortable taking initiative, paying attention to detail, and working in an ever-evolving environment.

**Applicants please submit a cover letter and resume to [ztan@mit.edu](mailto:ztan@mit.edu)**