

Research Assistants, Big Data and Development (Fall 2016)
Data-Pop Alliance
Terms of Reference

Data-Pop Alliance is seeking a motivated and engaged Research Assistant (RA) to support our ongoing research and training activities on big data and development, including conducting research, organizing events and preparing materials for our upcoming global training workshops.

1. Background

Data-Pop Alliance is a global coalition created in 2014 by the Harvard Humanitarian Initiative (HHI), MIT Media Lab, and Overseas Development Institute (ODI) that brings together researchers, experts, practitioners, and activists to promote a people-centered Big Data revolution through collaborative research, capacity building, and community engagement. Our core members include our three founding institutions—HHI, MIT Media Lab and ODI—as well as the Flowminder Foundation as of February 2016. Our key thematic areas of work include: politics and governance; official and population statistics; peacebuilding and violence; climate change and resilience; and data ethics and literacy.

Our current portfolio of projects involves developing a series of training workshops and pedagogical materials on Big Data and development, writing and publishing empirical research and white papers on several Big Data and development-related topics, as well as co-organizing and hosting events with various private and public partners. For more information on our work, please visit datapopalliance.org.

2. Position

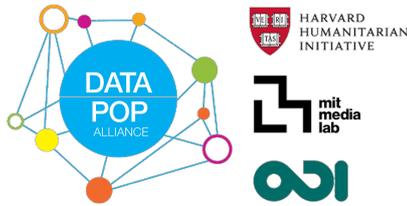
The RA will support our ongoing research and training activities on big data and development, including conducting research, organizing events and preparing materials for our upcoming global training workshops.

Under the supervision of the Data-Pop Alliance Research Manager and Research Scientist, the RA will:

- Assist in literature reviews, proofreading, content development and analysis, report preparation
- Prepare final report and presentation materials, including PowerPoint slides, handouts, and other conference presentation materials
- Provide event and administrative support, as necessary, related to the research and training programs

3. Duration of contract

This is a paid, part-time or full-time position, with a tentative start date of mid- to late September. The initial contract for the position would be for 2-3 months during Fall 2016 (depending on hourly commitment), with the possibility of extension. Preferred candidates include advanced undergraduates, recent graduates, or current graduate students.



4. **Key skills, technical background and experience required:**

- Strong interest and previous experience in international development and/or our thematic areas. Experience related to statistics, data and development a plus.
- Previous academic and/or work experience conducting qualitative and/or quantitative research
- Outstanding attention to detail and organization
- Familiarity with conducting desk research and navigating academic sources and online databases.
- Excellent writing, facilitation, and organizational skills
- Excellent command of the English language
- Deadline driven with a focus on results
- Advanced MS Office skills, specifically in MS Word, Excel and PowerPoint
- Adept at the use of office communication tools

5. **Working arrangements**

The research assistant will work out of the Data-Pop Alliance office located at ThoughtWorks NYC: 99 Madison Ave, 15th Floor, New York, NY 10016.

6. **How to Apply**

Qualified candidates are requested to submit a CV and brief cover letter paragraph (1 paragraph via email) to research@datapopalliance.org with the subject line “RA Data and Development,” by 16 September 2016, 5:00pm EST.

In this brief cover letter paragraph, please let us know:

- Undergraduate/graduate or recent graduate
- Educational background
- Languages spoken
- Part-time or full-time