JOB ANNOUNCEMENT:
DIGITAL SOCIOLOGY RESEARCH ASSISTANT/PROJECT MANAGER

Le Centre de recherche sur les inégalités sociales (CRIS – Center for Research in Social Inequalities), at Sciences Po in Paris, is recruiting a part-time Research Assistant/Project Manager for disinformation research. CRIS develops cutting-edge research on social stratification and inequalities.

Duties and Essential Job Functions
The person recruited, above all else, will be a "fixer" who knows how to take initiative and can work independently, performing a variety of research duties and administrative tasks, which may include (but not limited to) the following:

- Organize, recruit, conduct, and code interviews, as needed
- Conduct literature reviews
- Create and visualize descriptive statistics
- Translate social media and other content from French to English, as needed
- Prepare research applications and reports
- Collect and analyze descriptive data
- Summarize project results and prepare progress reports
- Assist with the preparation of scholarly reports, presentations and articles
- Organize public reporting of research including web, talks, travel logistics, etc.
- Prepare, maintain, and update website materials related to the research
- Support budget management, purchases, and reimbursements
- Maintain software management and updates
- Coordinate and communicate administrative details and project files with project team
- Manage and respond to project related email
- Attend seminars and meetings as necessary

Required Qualifications
- Attention to detail, as well as managing the big picture (a "fixer")
- Bilingual in French and English
- Ability to work independently and a self-starter
- Willingness to "manage up": communicating the project's priorities and seeking feedback, anticipating the next steps needed, and ability to offer well-rounded help on a complex project
- Experience with collaborations and working in teams
- Communication and organizing skills on all levels (in-person, phone, online)
- Willingness to learn and expand technical details

Preferred Qualifications
- Comfort working with and structuring messy digitized data, and translating digitized data to different formats (e.g., raw text, json, xml, csv files)
- Knowledge of text encoding and decoding (the machine kind, not the xml kind)
- Some knowledge of data and visualizations
- Data analysis: qualitative and/or quantitative
- Social theory

Based in Paris, this is a part-time, 20 hours/week position for at least 18 months, with the possibility of an extension. Monthly salary starts at 1 600 €/month before social charges with benefits.

To apply, please submit a cover letter and CV both in English, as well as a writing sample, and the contact information of three professional references by December 1, 2022 (or until filled) to this application portal.

Questions not addressed in this job announcement can be sent to jen.schradie@sciencespo.fr with "Research Assistant/Project Manager Application" in the subject line.

Starting date negotiable. Only short-listed candidates will be notified. All candidates will be considered, regardless of nationality, gender, sexual orientation, race, ethnicity, and/or disability.

CRIS develops cutting-edge research on social stratification and inequalities with three objectives:
- To measure and compare the evolution of social inequalities in France and in contemporary societies;
- To analyze the mechanisms of social inequalities at several levels;
- To contribute to the analysis of public policies.
CRIS researchers are internationally recognized for their expertise in the study of social inequalities. Their work covers a variety of fields. Empirical sociology, interdisciplinary openness, theoretical and methodological rigor, and respect for the autonomy of researchers are the pillars of the Center's scientific policy. As a host laboratory for the Sciences Po doctoral program in sociology, CRIS is distinguished by its commitment to research training. Click here for more information.