

# RESEARCH ASSISTANT

DEPARTMENT/UNIT	Monash Centre for Financial Studies
FACULTY/DIVISION	Faculty of Business and Economics
CLASSIFICATION	Level A
DESIGNATED CAMPUS OR LOCATION	Melbourne CBD

## ORGANISATIONAL CONTEXT

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At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

Together with our [commitment to academic freedom](#), you will have access to quality research facilities, infrastructure, world class teaching spaces, and international collaboration opportunities.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The Monash Business School is structured into seven discipline-based departments (Accounting, Banking and Finance, Business Law and Taxation, Econometrics and Business Statistics, Economics, Management, and Marketing) along with the specialist Leadership and Executive Education unit and a number of research centres, units and groups in specialist areas such as behavioural economics, development economics, employment and work, finance, global business, and retail studies. To learn more about the Monash Business School, please visit our website: [www.monash.edu/business](http://www.monash.edu/business). The Monash Centre for Financial Studies (MCFS) is a practitioner-oriented research centre within Monash Business School. MCFS researches issues of importance

to the financial services industry, applying academic rigour to address significant challenges. Additionally, the Centre serves as an intellectual hub facilitating academic engagement with industry and government. The Centre's work leads to publications and informs curriculum and course development at the University. For more information, please visit our website: [www.monash.edu/business/monashcentre-for-financial-studies](http://www.monash.edu/business/monashcentre-for-financial-studies).

## POSITION PURPOSE

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A Level A research-only academic is expected to contribute to the research effort of the University and to develop their research expertise through the pursuit of defined projects relevant to the particular field of research.

The incumbent will be expected to participate in the Centre's engagement activities, including ongoing interaction with industry and government stakeholders.

**Reporting Line:** The position reports to the Director of MCFS or designate

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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Specific duties required of a Level A research-only academic may include:

1. The conduct of research under limited supervision either as a member of a team or, where appropriate, independently and the production or contribution to the production of conference and seminar papers and publications from that research
2. Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise
3. Limited administrative functions primarily connected with the area of research of the academic
4. Development of a limited amount of research-related material for teaching or other purposes with appropriate guidance from other staff
5. Occasional contributions to teaching in relation to their research project(s)
6. Attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or at departmental, school and/or faculty meetings and/or membership of a limited number of committees
7. Other duties as directed from time to time

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - an honours degree or higher qualification in Economics/Finance/Econometrics with some exposure to Data Science or have equivalent qualifications or research experience; or
  - an honours degree or higher qualifications in Data Science with some exposure to Economics/Finance

## **Knowledge and Skills**

2. Excellent written and verbal communication skills with proven ability to produce clear, succinct reports and documents
3. Well-developed planning and organisational skills, with the ability to prioritise multiple tasks and set and meet deadlines
4. A demonstrated capacity to work in a collegiate manner with other staff in the workplace
5. Demonstrated computer literacy and proficiency in the production of high-level work using software such as Microsoft Office applications, with the capability and willingness to learn new packages as appropriate
6. Expertise in working with a range of analytical software such as STATA/R/Python/Matlab
7. Willingness to participate in teams at the Centre pursuing projects related to retirement/superannuation, sustainable/ESG investing, modern slavery

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **GOVERNANCE**

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Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.