



HARVARD Kennedy School

RAJAWALI FOUNDATION INSTITUTE FOR ASIA

Global Vietnam Wars Studies Initiative

Research Assistant Position (Hybrid schedule)

Overview

Fee: This is an hourly position paid at the GSU rate of \$21/hour, no benefits

Estimated hours required: Approximately 10-15 hours per week for the Fall semester with high possibility for renewal in the Spring semester.

Project dates: Immediate start date – June 1, 2024

About our Programs

Global Vietnam Wars Studies Initiative

The Global Vietnam Wars Studies Initiative (GVWSI) is a breakthrough in the race to rescue and study untold stories and hidden memories from all sides to foster scholarship, healing, and truth-telling about the wars and beyond through the collection of Oral Histories.

Project

Led by Professor Tony Saich and Director Hai Nguyen, the goal is to develop a database and eventually a full digital archive of oral history to be housed within the Harvard University Library system.

Role

The GVWSI are seeking motivated and detail-oriented Research Assistants to join our research team and play a crucial role in database development and various program support.

As a research assistant, you will be responsible for:

1. Metadata Tracking from 25TB Oral History Cloud Upload
 - Extract essential information from each oral history interview for use as content & asset metadata in the database.

- Manage the successful upload of a substantial 25TB video collection to cloud storage.
2. Data Cleaning and processing
 - Standardize data formats and values to maintain data integrity.
 - Check the accuracy of extracted metadata
 - Perform further data processing tasks as required.
 3. Investigating and researching Individuals of Interest
 - Conduct comprehensive background research on individuals relevant to GVWSI's program building.
 - Utilize the Factiva database to identify any negative news mentions or flags.
 - Compile research findings into a well-formatted report.
 4. Program support
 - Maybe requested to assist with program-related tasks, potentially including delegation visits and public panel events.
 - Collaborate flexibly to contribute to the success of various program activities as needed.

Required Skill set

- Proficiency in writing, speaking, and reading Vietnamese.
- Detail-oriented, Strong organizational skills, attention to detail and demonstrate experience handling multiple tasks and prioritizing them to changing needs.

Additional skills preferred

- Experience working with research data, database or archives
- Ability to work collaboratively as part of a team and independently as needed.
- Experience working with and processing large amounts of data in Excel

Interested?

To apply, please reach out to Program Manager Mark Seah at mark_seah@hks.harvard.edu with

1. A short description of your related work experience and availability (in terms of specific hours a week).
2. A resume and any other materials that highlight your experience/expertise and represent your ability to serve as an RA for these projects.