



The Company:

Park Square Executive Search is a retainer-based executive search firm headquartered in Boston, Massachusetts, serving clients and institutions that are changing the world through discovery, innovation, and growth. Park Square works with leading biotechnology and high technology companies, major research universities and healthcare institutions, and venture capital and private equity firms, as well as their portfolio companies. We recruit and place board members, chief executive officers, C-suite executives, as well as academic and physician leaders.

The Position:

The Research Associate is focused on gathering, synthesizing and presenting qualitative information for prospective and ongoing client engagements. The Research Associate's primary responsibilities are helping to develop the recruitment strategy for searches by developing company target lists, researching candidate profiles and assessing the required competencies for a search assignment versus an individual's career experiences. The Research Associate's mission is to identify relevant candidates for searches, capture information in our database, and prepare client-ready research reports consisting of talent maps and organizational charts. She or he is also responsible for supporting the Partners in business development efforts and tracking industry news to help identify new opportunities for Park Square. The role requires extensive internet research, telephone networking, and leveraging social networks and other resources.

The Research Associate role is an entry level program. The ideal candidate is aligned with Park Square's developmental culture. Top performers in this role have an opportunity to progress to the Associate role, which is an externally oriented position focused on speaking with senior executives about our searches and assessing those individuals' interest and potential fit across various search assignments. Research Associates who conclude that their career interests lie outside of executive search will be well supported by the Park Square team as they transition to their next professional opportunity. The role is based in Boston.

Qualifications:

We are eager to hear from graduating seniors of the class of 2021 as well as recent graduates who have an interest in research and who are curious about recruiting, organizational development, professional services, and client services.

Research Associate applicants must have well rounded academic and work experience. Candidates will have excellent time management and organizational skills, as well as the ability to prioritize and execute on multiple projects at once. Candidates must be intuitive, intellectually curious, energetic, extroverted, results-focused team players who have strong pattern recognition skills and sophisticated verbal and written communication skills.

To Apply:

Please submit a resume and cover letter to recruiting@parksquare.com.