

## PART TIME RESEARCH ASSISTANT

### Company

BraddockMatthews LLC is a leading retained executive search firm that specializes in recruiting senior level professionals in the asset management and financial services industry. The firm has offices in Boston and New York. This position is based in the New York office in midtown Manhattan.

### Position/Responsibilities

The candidate will be responsible for providing support to the team both in New York and Boston. Primary responsibilities include database entry and preparation of client reports. Additional responsibilities include research projects, drafting and preparing presentation materials, and other administrative tasks.

### Requirements

Candidates for the role must have a positive, "can-do" attitude and be highly organized and detail oriented. In addition, he/she will be a self-starter, able to multi-task, work independently and also in a team environment. It is paramount that the candidate possesses a high level of integrity and can maintain strict confidentiality with personal and proprietary information. Additionally, he/she will have proficiency with Microsoft Office (Outlook, Word, Excel, and Power Point), excellent written and oral communication skills, and previous experience with recruiting software (i.e. Cluen) a plus. Have a willingness to work 10+ hours/week.

### Application

Applicants must submit a cover letter and resume by Friday, September 21. Cover letters should be addressed to Derek Braddock, Partner. Applications should be submitted to Katie Lyon at [Kathryn.Lyon@cuny.edu](mailto:Kathryn.Lyon@cuny.edu) by September 21.