



World Management Survey Intern

Job description

The World Management Survey is a joint research project initiative between the Centre for Economic Performance, London School of Economics (LSE), Harvard Business School, Stanford University, University of Oxford and University of Cambridge proposes to conduct an international survey of management practices in manufacturing, retail, schools and hospitals in the summer of 2013. This is cutting edge management and economic research and builds upon the highly successful prior management research across manufacturing and public sector that has received wide coverage in international media, policy and academic circles.¹

In 2013, we are continuing our research and related project methodology to manufacturing firms in Latin America (Brazil, Chile, Argentina, Mexico, Nicaragua and Colombia) and Africa (Ghana, Ethiopia, Kenya, Tanzania and Zambia), as well as retail stores, hospitals and high schools in Brazil.

The methodology of the data collection involves interviewing managers at these establishments for approximately one hour, for which you are being hired. Your job as an Intern will be to arrange and conduct interviews with managers under the supervision of a Team Manager, Calibration Managers and Project Directors. The job of a WMS Intern includes the following:

- Participating in the training week and engage with the team to fully understand the methodology
- Cold-calling a list of establishments, finding the eligible manager and convincing him/her to participate in the survey
- Booking interviews with managers who agree to participate and conduct these interviews under the supervision of a Team Manager (who will be listening in to all the interviews)
- Participating in at least one calibration meeting per week with the Calibration Managers
- Clearly communicate your interview schedule to your Team Manager so they can plan their schedule as well to monitor you
- Keeping track of the number of interviews you do, and report this to your Team Manager so the payments can be put through in a timely fashion
- When needed, listening in to other team members' interviews to ensure consistency of scoring within and across teams
- After the interview with the manager is completed, you must look over your notes and ensure you have properly scored every item and entered the necessary information in all the boxes, and then compare your scores with those of your Team Manager to get their check-off validation on your conducted interview.

In terms of targets, we expect you to conduct an average of 10 interviews per week. There is no upper limit on the number of interviews you do in a week, as long as they are all deemed valid by your Team Manager.

If there are any questions regarding the job tasks, please let us know.

¹ More details on the project can be found at the website www.worldmanagementsurvey.org. Media coverage including the BBC, Economist, Financial Times, New York Times, policy presentations including the Bundesbank, Bank of England, and academic presentations including Berkeley, Chicago, Harvard, MIT, NBER.