

Research Assistant: Interview Transcription and Translation Support (Temporary)

Duties and Essential Job Functions

The Research Assistant will support the Comparative Information Project conducted by Dr. Jen Schradie at the Centre of Research on Social Inequalities (CRIS) at Sciences Po in Paris but could be based remotely. Main tasks include (though not limited to):

- Revise and correct automated interview transcripts in French language to ensure verbatim accuracy, consistent formatting, and speaker identification
- Support the translation workflow of interview transcripts (French to English) using automatic translation and conduct human revision for linguistic accuracy
- Assist in the preparation of finalized transcripts for analysis respecting confidentiality
- Participate in training and meetings with the PI and research team

Required Qualifications

- Experience with transcription, translation, or qualitative data preparation
- Bilingual in French and English
- Excellent written and editing skill in both languages
- Attention to detail, linguistic nuance, and translation fidelity
- Ability to work independently
- Experience with collaboration and working in teams
- Communication and organizing skills on all levels (in-person, phone, online)
- Good time management skills

Additional Requirements

- Enrollment or completion of a Master's program in sociology, political science, or related fields
- Knowledge or experience using automated transcription and translation tools (e.g. DeepL, Whisper, Happyscribe...)
- Interest and experience in qualitative research methods (interviews, coding, analysis)

Position Details

- Start date: November 2025 (flexible but ideally as soon as possible)
- Duration: Approximately 200 hours in total. Weekly hours between 18h to 35h, adjusted based on the candidate's availability and contract type
- Compensation: 16-20 euros/hour (gross) depending on experience

Additional Information

To apply, please submit a cover letter and CV in English, as well as one to two references (name, title, email, and phone number) by filling [this online form](#). Deadline is November 14, 2025 by 9am. Contact: Alexia Vallenias Wiese: alexia.valleniaswiese@sciencespo.fr