CAREER OPPORTUNITIES FOR

PROGRAM ASSOCIATE

Mathematica Policy Research, Inc. (Mathematica) is a nationally acclaimed, employee-owned company known for conducting high-quality evaluations of government programs.

We currently have several entry level openings with opportunities for advancement in our Princeton, NJ; Washington, DC; and Cambridge, MA offices to provide analysis and operational support to our research projects. The position responsibilities may include, but are not limited to, the following tasks:

Duties of the position

- Supporting project management by tracking project finances using Excel, managing client reporting, monitoring subcontractor activity and the timely completion of deliverables, and facilitating contract modifications and budgeting activities
- Performing market research on government and industry trends to support business development and proposal efforts
- Acting as a liaison among technical project staff, researchers, internal business departments, external consultants, and client representatives
- Developing and maintaining SharePoint websites, Access and SQL databases, Excel spreadsheets, and other collaboration tools
- Coordinating and conducting qualitative research tasks, including preparing literature reviews, conducting qualitative interviews, monitoring survey operations, and organizing and taking notes for large panel meetings.
- Coordinating and conducting quantitative research tasks, including creating and documenting Public Use Files and using packaged programs such as SAS and STATA to run basic statistics (frequencies, regressions) and create tabular reports.

Qualifications for the Position

- Strong educational background and a BA/BS in Business, Public Administration/Policy, Government, Political Science, Operations Research, Computer Science, Economics or other relevant discipline
- Interest in government contracting and evaluating government programs for quality, efficiency, cost-effectiveness, and technological innovation
- Experience with (or interest and aptitude in learning) Microsoft Office 2007, SharePoint, Microsoft Project, Microsoft Access including VBA, SAS, and STATA
- 0-3 years experience related to business analysis, government program operations, consulting, research, data analysis, or other relevant employment
- Excellent organizational, communication, and interpersonal skills
- Ability to write clear and concise memos and work in a multi-disciplinary team setting
- US Citizenship and ability to obtain minimum security clearance

We offer our employees a stimulating work environment, competitive salaries, and a comprehensive benefits package, as well as the advantages of employee ownership. We also provide an on-site fitness center and new employees enjoy three weeks annual leave.

** We are looking for candidates that are available starting 2013 in all locations.

To apply, please submit a letter of interest along with your resume, transcript, and a writing sample to:


You will be asked to attach these materials during the online application process.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Visit our web site at http://www.mathematica-mpr.com