

CAREER OPPORTUNITIES FOR Health Program Associate

Mathematica is a nationally recognized research organization that conducts social policy research on health care, disability, education, welfare, nutrition, and related topics. Our mission is to improve public well-being by bringing the highest standards of quality, objectivity, and excellence to bear on the work we do for our clients, which include federal, state, and local government agencies, as well as private foundations. For over three decades, Mathematica has been a leader in analyzing government programs for efficiency, quality, and cost-effectiveness.

We currently have an opening for a health program associate. As a health program associate, you will be part of our Data Management and Analytics department in our Princeton, NJ or Washington, DC office locations, assisting in the evaluation, design, and implementation of government reporting and performance systems in a wide range of areas including health, TANF, labor, and education. We offer our employees a stimulating, team-oriented work environment, competitive salaries, and a comprehensive benefits package, as well as the advantages of employee ownership. We provide generous paid time off and an on-site fitness center.

Duties of the position:

- Data management and data analysis of federal and state systems.
- Software quality assurance and testing.
- Provide technical assistance to federal and state agencies on performance measurement, performance analysis, data quality, and reporting and validation software.
- Review documents and interview program staff and contractors.
- Assist in the development of system reporting and performance specifications and user manuals.
- Assist in the analysis and development of data dictionaries and data standards documentation.
- Assist in qualitative and quantitative analyses and evaluate program operations/systems.

Qualifications:

- Bachelor's degree and one year of relevant experience, or a combination of equivalent education and experience in government, public policy, the social sciences, health policy, or a related field, particularly in health care programs such as Medicaid.
- Willingness to travel.
- Outstanding academic record.
- Familiarity with government program operations, system quality control, or systems documentation is desirable.
- MIS or related skills are desirable

Please submit a cover letter and resume and be sure to include your salary requirements. Also, be prepared to upload your transcripts, contact information for three references, and writing sample, via our online employment web-site at: https://careers.peopleclick.com/careerscp/client_mathematica/external/gateway.do?functionName=viewFromLink&jobPostId=863&localeCode=en-us

Various federal agencies with whom we contract require that staff successfully undergo a background investigation or security clearance as a condition of working on the project. If you are assigned to such a project, you will be required to obtain the requisite security clearance.

*Improving public well-being
through objective research.*

MATHEMATICA
Policy Research

www.mathematica-mpr.com

Mathematica, Inc., is an equal opportunity/affirmative action employer. In keeping with our commitment, we strongly encourage women, minorities, veterans, and people with disabilities to apply.



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HOW TO APPLY

(1) Visit Mathematica's career opportunities website at <http://www.mathematica-mpr.com/Employment/>

(2) Select the "Career Opportunities" link from the left navigation menu, then follow the directions to search available positions by position title, location(s), and/ or functional area(s). Next select "Search".

(3) When a position of interest is selected, click "Apply Now" and begin creating your application.

- A resume will be a required document that must be attached to complete the online application process.
- Many of our positions require additional supporting documents (e.g. transcripts, writing samples, references, or letters of recommendation). Please review the posting carefully to determine what supporting documents are required for the position to which you would like to apply.
- There is a maximum file size of 2000 KB for any file uploaded to Mathematica's online application system.
- Transcripts can be unofficial.

(4) You can review the status of your application by logging into the system with the unique user name and password created during the application process.

General questions: Inquiries about working at MPR, employment, positions, and the online application system should be sent to the HR mailbox at HumanResources@mathematica-mpr.com.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

As an equal opportunity-affirmative action employer we strongly encourage applicants of all racial, ethnic, and cultural groups.