

## CAREER OPPORTUNITIES FOR **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.

We currently have an opening for a program associate. As a program associate, you will be part of our Data Management and Analytics (DMA) department in either our Washington, D.C. or our Princeton, NJ office locations. 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).

DMA helps federal agencies manage mission-oriented programs and projects to minimize risk, remain on schedule and within budget, and meet their objectives. DMA staff offer a full suite of federal program integration and project management support services. We offer highly specialized knowledge and expertise required to plan, procure, manage, integrate and close out the government's most complex and sophisticated programs.

This is NOT a programming, research or systems engineering position

### **Duties of the position:**

- Perform project management activities, including monitoring project progress using Microsoft Project and Microsoft SharePoint.
- Record, monitor, and analyze project expenditures in preparation for monthly project reviews and budget proposals.
- Evaluate the operational components of projects and programs, outlining problem findings and proposed remedies for action by senior staff or client agencies.
- Draft correspondence for clients and subcontractors with respect to project management, technical and contractual issues and matters.
- Assist in the definition, specification, and documentation of data and security requirements.
- Assist in preparing, delivering and documenting security training.
- Act as a liaison between clients and the company and maintain telephone and in-person contact with contracting agency staff.
- Prepare reports and data in a visually appealing manner using various software packages including SAS, Oracle Discoverer, and Microsoft Office applications.

### **Qualifications:**

- Bachelor's degree in business administration, public administration, public policy, government, economics, or a closely related field.
- At least 1 to 2 years of experience related to business analysis, government program operations, government contracting, consulting, data analytics, developing and updating IT system data requirements, IT security, monitoring and testing IT systems, and/or working with health IT systems.
- Proficiency working with Microsoft Word and Excel.
- Accuracy with work, strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to work with multidisciplinary and virtual teams, including senior staff and diverse clientele.
- Flexibility to handle multiple priorities, sometimes simultaneously, under deadlines.
- Willingness to travel up to 25 percent of the time.
- US Citizenship or permanent residence and ability to obtain minimum security clearance.

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=26&localeCode=en-us](https://careers.peopleclick.com/careerscp/client_mathematica/external/gateway.do?functionName=viewFromLink&jobPostId=26&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](http://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](mailto:HumanResources@mathematica-mpr.com).

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**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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