

CAREER OPPORTUNITIES FOR Research Assistant/Programmer

Mathematica Policy Research, Inc. (Mathematica) is a nationally recognized firm that conducts domestic social policy research health care, welfare, education, disability, labor and other related topics. As a Research Assistant/Programmer, you'll have the opportunity to work with senior researchers and learn about future career options in advanced programming and/ or research. You will also have on-the-job training to improve your programming skills.

Mathematica offers a competitive salary commensurate with your qualifications and a comprehensive benefits package that includes 3 weeks paid time off and tuition reimbursement.

We are seeking Research Assistant/Programmers to work in our office locations Princeton, NJ; Washington, DC; Cambridge, MA; Ann Arbor, MI; Oakland, CA and Chicago, IL.

Research Assistant / Programmers perform tasks in the following areas:

Programming

- Write programs in SAS or Stata to extract, clean, and format data and to create variables for use in analyses.
- Perform statistical analyses of data.
- Construct datasets and prepare data files from survey instruments.
- Produce descriptive statistics and tables.

Research

- Prepare tables and graphs based on data analyses.
- Compile, track, and analyze data and prepare reports.
- Assist with writing reports and memos.
- Perform literature searches, review, and abstract articles.
- Assist with any other project activities as needed.

Project Management

- Track financial progress of projects using Excel.
- Prepare monthly assessment reports.
- Assist with budgeting and contract proposals.

Qualifications:

- A bachelor's degree with an excellent academic record, including courses in economics/social science, mathematics/statistics, or computer science.
- Academic or work experience performing data analysis using a statistical computer package.
- Strong organizational skills and the ability to work with others.
- An interest in being a member of a team engaged in social policy research.

To apply, please submit a cover letter, resume, transcripts (unofficial are OK), writing sample and contact information for three references via our online employment web-site at (COPY AND PASTE URL INTO WEB BROWSER): http://careers.mathematica-mpr.com/princeton,-nj/research/research-assistant_programmer-jobs

***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.



Princeton, NJ • Ann Arbor, MI • Cambridge, MA • Chicago, IL • Oakland, CA • Washington, DC

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.