

## DCRD-Program Associate (SLAC)

### Mathematica Policy Research

## About this Job

Mathematica Policy Research, a nationally recognized, nonpartisan firm, conducts social policy research on health care, disability, education, welfare, nutrition, and other topics of social policy interest. Our clients include federal, state, and local government agencies, as well as commercial organizations and private foundations. We are an employee-owned company and our mission -- to improve public well-being by bringing the highest standards of quality, objectivity, and excellence to bear on information collection and analysis for our partners and our clients-- forms the core of our value proposition and drives our business model.

Mathematica offers competitive salaries commensurate with qualifications, a stimulating team-oriented work environment, a comprehensive benefits package that includes 3+ weeks of paid time off, on-site fitness centers, and the advantages of employee ownership.

We are seeking Program Associates to provide analysis and operational support to our research projects. Project topics cover many stages of the policy cycle (e.g. problem identification, policy implementation, and policy evaluation). Examples of previous and ongoing work include the following: evaluations of large behavioral health programs, implementation of pilot programs to improve work outcomes for people with disabilities, research on different models of primary care, and development of clinical measures designed to improve services and outcomes across the health care system.

On projects like these and others, program associates work closely with project teams to understand and meet client needs by delivering high-quality products that are delivered on time and within budget. Program associates are trained to serve as project managers and in other project operation roles, such as designing and monitoring workflows, managing internal and external stakeholders, and identifying and implementing process efficiencies.

Because Mathematica's work is project-based and always changing, no single description is adequate to the highly varied and complex nature of being a program associate. This is an entry-level position on a career track. As program associates develop in their careers, they are expected to develop expertise that will enable them to serve as leaders on their specific projects as well as across the company.

*\*\*This is not a research, programming, or systems engineering position.\*\**

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.

Mathematica is An Equal Opportunity/ Affirmative Action Employer. We In keeping with our commitment, we strongly encourage women, minorities, veterans, and people with disabilities to apply.

### How to Apply:

1. Visit Mathematica's career opportunities website at <https://www.mathematica-mpr.com/career-opportunities>.
2. Select the "Current Openings" 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:

Send inquiries about working at Mathematica, employment, positions, and the online application system to [HumanResources@mathematica-mpr.com](mailto:HumanResources@mathematica-mpr.com).

## About Mathematica Policy Research

Mathematica Policy Research, a nonpartisan research firm, provides a full range of research and data collection services, including program evaluation and policy research, survey design and data collection, research assessment and interpretation, and program performance/data management, to improve public well-being. Its clients include federal and state governments, foundations, and private-sector and international organizations. The employee-owned company, with offices in Princeton, NJ, Ann Arbor, MI, Cambridge, MA, Chicago, IL, Oakland, CA, and Washington, D.C., has conducted some of the most important studies of health care, education, international, disability, family support, employment, nutrition, and early childhood policies and programs.

### *Compensation*

#### *TYPE*

Paid

#### *PAY RATE*

Not Specified

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### *Company Details*

#### *COMPANY SIZE*

1,000 - 5,000 employees

#### *INDUSTRY*

Other Industries industry

#### *COMPANY TYPE*

Private company

#### *HEADQUARTERS*

600 Alexander Park, Suite 100 Princeton, NJ 08540

#### *WEBSITE*

<https://www.mathematica-mpr.com/>

#### SOCIAL MEDIA

<https://www.facebook.com/mathematicapolicyresearch/?fref=ts>

<https://twitter.com/search?q=mathematica%20policy%20research&src=typd>

<https://www.linkedin.com/company/mathematica-policy-research>

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## Job Qualifications

#### ALLOWED SCHOOL YEARS

Senior

#### ALLOWED MAJORS

All majors allowed

#### WORK AUTHORIZATION REQUIREMENTS

US work authorization is required

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## Contact Information

#### CONTACTS

Nandini Sikdar

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## Desired Skills

Qualifications Include:

- o Strong educational background and a BA/BS in Business, Public Administration/Policy, Government, Political Science, Operations Research, Economics or other relevant discipline
- o Interest in social policy, government policy, and program evaluation
- o Experience with (or interest in and aptitude for learning) Microsoft Office, SharePoint, Microsoft Project, and Microsoft Access
- o Outstanding organizational, communication, and interpersonal skills
- o Ability to write in a clear, concise, and professional manner
- o Experience related to business analysis, government program operations, policy research, or consulting is desirable

## Responsibilities

The position responsibilities may include, but are not limited to, the following tasks:

- o Work closely with project directors, task leaders, and other senior staff to manage projects by tracking project operations, finances, and logistics
- o Manage subcontractor expenses and purchasing. Prepare project reviews for management and progress reports for clients

- o Serve as a liaison among technical project staff, researchers, subject matter experts, internal business departments, external consultants and subcontractors, and clients
- o Coordinate deliverables by tracking project progress toward critical deadlines and helping project staff maintain the highest standards of quality
- o Develop and maintain SharePoint websites, Microsoft Project databases, Excel spreadsheets, and other collaboration tools
- o Evaluate operational components of projects and programs and outline problems, options, and solutions for action by senior staff and client agencies
- o Ensure project adherence to data privacy, security, and other contractual stipulations
- o Coordinate and conduct qualitative research tasks, including supporting literature reviews, conducting qualitative interviews, monitoring survey operations, and organizing and taking notes for large panel meetings