Mathematica is a nationally recognized research organization that conducts social policy studies 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, commercial organizations, and private foundations.

We currently have openings for program associates in the research division. As a program associate, you will be part of our research team in either our Princeton, NJ, Cambridge, MA, Ann Arbor, MI, or Washington, DC office locations. We offer 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 in some locations an on-site fitness center.

Program associates help manage and support research projects. They work closely with project teams to help them meet their objectives while remaining on schedule and on budget. Staff members offer a full suite of project management support services, from helping project directors plan, procure, manage, and close out complex projects, to designing and implementing tools and processes to help organize data and manage teams.

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

The position responsibilities may include, but are not limited to, the following tasks:
- Work closely with project directors to manage projects by tracking project operations, finances, and logistics
- Record, monitor, and analyze project expenditures in preparation for monthly project reviews and progress reports. Related work includes monitoring subcontractor expenses and invoicing, conducting cost analyses, and forecasting project costs
- Serve as a liaison among technical project staff, researchers, internal business departments, external consultants, subcontractors, and client representatives
- Coordinate deliverables by tracking project progress towards critical deadlines and helping project staff maintain the highest standards for quality
- Develop and maintain SharePoint websites, Microsoft Project databases, Excel spreadsheets, and other collaboration tools
- Evaluate operational components of projects and programs and outline problems, options, and solutions for action by senior staff members or client agencies
- Ensure project adherence to data privacy and security requirements and other contractual stipulations
- 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

Qualifications:

- Strong educational background and a BA/BS in relevant field
- Interest in government contracting and/or evaluating government programs for quality, efficiency, cost-effectiveness, and technological innovation
- Experience with (or interest and aptitude in learning) Microsoft Office, SharePoint, Microsoft Project
- 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 in a clear and concise manner and work in a multi-disciplinary team setting

Please submit a cover letter, resume, transcripts (unofficial are okay), a short writing sample, contact information for three references and salary requirements. You will be asked to attach these materials during the online application process.
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.

Please apply here:

https://careers.peopleclick.com/careerscp/client_mathematica/external/gateway.do?functionName=viewFromLink&jobPostId=795&localeCode=en-us