

# CAREER OPPORTUNITIES FOR SURVEY ASSOCIATES

Mathematica is a nationally recognized research organization that conducts social policy studies on disability, early childhood, education, family support, health, labor, nutrition, and international issues. 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 openings for survey associates in our **Princeton, NJ** headquarters, **Chicago, IL**, **Washington, DC**, and **Oakland, CA** offices. As a survey associate, you would join our staff of research professionals who conduct a wide range of research projects. We offer our employees a stimulating, team-oriented work environment, competitive salaries, generous paid time off, a comprehensive benefits package, and the advantages of employee ownership.

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

- Provide support to project leadership by developing project materials
- Assist in designing and testing data collection instruments
- Prepare training materials and assist with project training sessions
- Assist with quality control and monitoring of data collection
- Oversee activities of Survey Operations Center staff
- Participate in data collection activities including classroom observations, educational testing, cognitive interviews, site visits, or focus groups
- Create and maintain spreadsheets using Microsoft Project or Excel
- Monitor project expenditures and prepare monthly project reports
- Help with business development activities
- Some travel is required

## ***Qualifications:***

- A Bachelor's degree in a social science or related discipline or equivalent experience
- Academic or job-related experience conducting data collection and/or survey research highly desired
- Flexibility to handle multiple tasks
- Strong written and oral communication skills
- Accuracy with work, strong organizational skills, and attention to detail
- Academic or job-related experience using Word and Excel
- Spanish, French, or other language fluency a plus

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.

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):

[https://careers.peopleclick.com/careerscp/client\\_mathematica/external/gateway.do?functionName=viewFromLink&jobPostId=875&localeCode=en-us](https://careers.peopleclick.com/careerscp/client_mathematica/external/gateway.do?functionName=viewFromLink&jobPostId=875&localeCode=en-us)

***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.



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](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.*