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## CAREER OPPORTUNITIES FOR

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# PROGRAM ASSOCIATE

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Mathematica Policy Research, Inc. (MPR) is a nationally recognized firm that conducts domestic social policy research on health care, welfare, education, labor, and other related topics. We are seeking a Program Associate to work on a combination of project management and research tasks. The successful candidates will work in our **Princeton, NJ office** and perform the following responsibilities:

### Duties of the position

- Utilize Excel to record and report on project expenditures in preparation for monthly project reviews and to prepare proposal budgets
- Oversee maintenance of project archives and other project management responsibilities
- Prepare database reports utilizing Access
- Conduct library oriented research tasks including literature searches and preparation of footnotes and bibliographies
- Prepare tabular reports to be used in proposals and project deliverables
- Utilize packaged programs such as SAS and STATA, to perform the following tasks: Create and document analysis files with programs that involve transformation of variables and merging of data from multiple sources. Also run basic statistics (frequencies, regressions).
- Participate in the design and creation of Public Use Files

### Qualifications for the Position

- Bachelor's degree in appropriate field such as business administration, public administration, public policy, economics, accounting, or other relevant field
- At least 1 year of experience in data analysis, computer system specification, or evaluation of operations of government projects or programs
- A combination of equivalent education and work experience may be substituted for the above requirements
- Proficiency with Microsoft Word and Excel
- Accuracy with work, strong organizational skill, and attention to detail
- Excellent written and verbal communication skills
- Ability to deal tactfully and diplomatically with others
- Flexibility to handle multiple priorities, sometimes simultaneously, under deadline pressure
- Ability to work independently for long periods of time
- Willingness to travel to other locations as necessary

### *Preferred Qualifications:*

- Proficiency with software programs such as Microsoft Office Applications, Access, Visual Basic, Visio, SAS, STATA

MPR offers a competitive salary commensurate with your qualifications and comprehensive benefits package that includes 3 weeks paid time off and an on-site fitness center.

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Please submit a cover letter, resume, contact information for three references, and salary requirements at:

<https://careers.mathematica-mpr.com/applicants/Central?quickFind=52142>

You will be asked to attach these materials during the online application process.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Visit our web site at <http://www.mathematica-mpr.com>