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## CAREER OPPORTUNITIES FOR

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# SURVEY ASSOCIATES

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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, as well as private foundations.

We currently have openings for survey associates in our **Princeton, NJ** headquarters and **Cambridge, MA** offices. As a survey associate, you would join our staff of research professionals who conduct a range of research projects in the areas of education, nutrition, healthcare, fatherhood, welfare reform, and child development. 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

- Assist in questionnaire development and testing
- Prepare training materials and assist with project training sessions
- Monitor survey expenditures and prepare monthly project reports
- Create and maintain tracking spreadsheets using Excel or Access
- Assist with quality control and monitoring of data collection
- Oversee activities of telephone center staff
- Help with business development activities
- Provide support to project directors by developing project materials
- Participate in data collection activities including classroom observations, educational testing, cognitive interviews, site visits or assisting with focus groups
- 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
- Excellent written and oral communication skills
- Academic or job-related experience using Word and Excel
- Spanish, French, or other language fluency a plus

**About Mathematica:** Mathematica Policy Research seeks to improve public well-being by conducting studies and assisting clients with program evaluation and policy research, survey design and data collection, research assessment and interpretation, and program performance/data management. Its clients include foundations, federal and state governments, 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, DC; has conducted some of the most important studies of health care, early childhood, family support, education, employment, nutrition, disability, and international policies and programs.

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**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:

<https://careers.mathematica-mpr.com/applicants/Central?quickFind=52192>

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>