CAREER OPPORTUNITIES FOR
Technical Human Services Program Associate

Mathematica is a nationally recognized research organization that conducts social policy research 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 an opening for a technical human services program associate to assist in the evaluation, design, testing and implementation of government reporting and performance management systems in a wide range of areas including health, TANF, labor, and education. As a technical human services program associate, you will be part of our Data Management and Analytics (DMA) department in our Princeton, NJ headquarters and Washington, DC office. The DMA department offers comprehensive information and operations management solutions and has a proven history of providing results and solutions that have measureable impact on our client’s objectives.

We are looking for creative, enthusiastic candidates who can combine strong problem-solving skills with the capability to develop tools that help clients address complex issues and challenges.

We offer our 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 an on-site fitness center.

Duties of the position:

- Perform data management of federal and state information systems
- Perform software quality assurance and testing, including the development of testing tools using SQL, .NET, VB.NET, C#, SAS, and/or Microsoft Office.
- Provide technical assistance to federal and state agencies on performance measurement, performance analysis, data quality, and reporting and validation software.
- Perform document reviews and interview program staff and contractors.
- Assist in the development of reporting and performance specifications and user manuals.
- Assist in qualitative and quantitative analyses and evaluate program operations/systems.

Please visit this web page for more details: http://www.mathematica-mpr.com/Services/data_management.asp

Qualifications:

- Bachelor's degree or a combination of equivalent education and experience in government, public policy, the social sciences, information technology or mathematics.
- Knowledge of or desire to learn one or more of the following programming languages is desirable: SQL, .NET, VB.NET, C#, SAS, or other languages.
- Outstanding academic record.

Please submit a cover letter and resume and be sure to include your salary requirements. Also, be prepared to upload your transcripts, contact information for three references, and writing sample, via our online employment web-site at https://careers.peopleclick.com/careerscp/client_mathematica/external/gateway.do?functionName=viewFromLink&jobPostId=435&localeCode=en-us

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.
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.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

As an equal opportunity-affirmative action employer we strongly encourage applicants of all racial, ethnic, and cultural groups.