

CAREER OPPORTUNITIES FOR Survey Specialist

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 openings for survey specialists in our **Washington, DC, Oakland, CA, Chicago, IL, and Cambridge, MA**, offices. As a survey specialist, 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.

Survey specialists draw on technical skills, leadership abilities, and strong communication to perform varied survey research project work related to data collection and project management. Examples include developing and testing survey instruments, developing and conducting trainings, managing data collection operations and coordinating with junior staff, reviewing data and paradata, and tracking and reporting project operations to senior management.

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Duties of the position:

- Supporting senior staff in project leadership (such as task planning and oversight, progress reporting, monitoring subcontractor activity)
- Developing project materials (such as survey instruments, training materials, operations manuals, quality control specifications), trains interviewers, and conducts pretests
- Managing data collection and quality control efforts
- Coordinating work of junior staff on projects and mentors their professional development
- Coordinating with statisticians, programmers, and researchers to integrate project work
- Using MS Project and other tools to assume project management responsibilities and monitor project activities to ensure that time and budget constraints are met
- Preparing memos and assists with writing sections of descriptive reports and proposals
- Exhibiting initiative to take on new opportunities, further own professional development, and become an organizational leader

Qualifications:

- Masters degree in a social science or related field plus some demonstrated survey research or related experience; or
- Bachelor's degree in a social science or related field plus three to five years survey research or related experience; or
- A combination of equivalent education and work experience may be substituted for the above requirements.

Strong candidates will have:

- In-depth knowledge of survey operations and best practices
- Demonstrated managerial and leadership skills
- Familiarity and experience with CATI, CAPI, web surveys or other data collection methods
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Strong critical thinking skills and ability to make independent decisions
- Flexibility to handle multiple priorities, sometimes simultaneously, under deadline pressure
- Ability to thrive in a collaborative team environment
- Familiarity and experience with standard MS packages, such as Excel, Access and Word
- Ability to deal tactfully and diplomatically with others
- Ability to work both independently and collaboratively on teams
- Willingness to travel to other locations as necessary
- Willingness to be flexible with work hours and assignments
- Spanish, French, or other language fluency is a plus

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=612&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.

*Improving public well-being
through objective research.*

**MATHEMATICA
Policy Research**

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.

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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.