

Employer Name: Mathematica
Position Title: Health Associate
Location: Oakland, California, United States of America
Industry: Research



Job Description:

The Selective Liberal Arts Consortium will hold its DC Recruiting Day in Washington, DC on Monday, January 6, 2020. Please be aware that travel is required to participate in this event, and interviews will take place on that date and at that location only. You will be notified by November 22nd if you have been selected to interview.

Please ensure that you have completed the work authorization status in your Handshake student profile as that will help you determine how closely you meet the employer's job/internship preferences.

Please note that interviews for this job will be informational.

We currently have openings for Health Associates in our Health Division in the following office locations: Princeton, NJ; Washington, DC; Cambridge, MA; Chicago, IL; and Oakland, CA. We are seeking intellectually curious individuals to contribute to a variety of research, data collection, operational and technical assistance activities that support evidence-based decision making in the U.S health care policy and program operations. Our current work includes a wide range of policy topics in health care service delivery and financing, quality measures, and health systems change.

We encourage candidates with an interest in health care delivery and policy and who enjoy working in a collaborative environment that emphasizes quality, rigor, and critical thinking to apply.

Responsibilities may include the following:

- Coordinate and support research tasks, such as performing literature searches and reviews, abstracting and synthesizing information from program or regulatory documents and reports, and organizing and note-taking for client meetings, expert panel meetings, and webinars
- Support quantitative analyses, such as cleaning and organizing data, reviewing data quality, and summarizing information using descriptive statistics, tables, and figures
- Support or participate in data collection activities, including survey administration, cognitive interviews, in-depth interviews, site visits, or focus groups
- Assist in designing and testing data collection instruments and protocols
- Support administration and oversight of data collection tasks, such as recruitment, preparing training materials, providing technical assistance, and performing quality control activities
- Provide logistical and operational support to plan complex projects and tasks, manage schedules and finances, and execute high-quality deliverables to help Mathematica meet client objectives
- Draft sensitive correspondence to clients and contribute to newsletters, reports, briefs, memos, and technical assistance documents
- Manage project security, applying appropriate protocols for data storage, delivery, and access to internal and external materials
- Compile and track information in spreadsheets and databases (e.g. Microsoft SharePoint, Excel, Project), and report out actionable findings to the project team and/or the client

Position Requirements:

- Bachelor's degree in a health-related or relevant field (public policy, public administration, social sciences, economics, political science, business, management, etc.) with an excellent academic record
- Highly motivated, detail-oriented, and self-directed, with strong interpersonal skills and comfort working in a multi-disciplinary team setting

- Excellent written and oral communication skills, particularly an ability to write in a clear and concise manner
- Strong organizational skills and an ability to manage multiple tasks simultaneously and independently in a fast-paced, deadline-driven environment
- Knowledge of and hands-on experience with surveys, project management, program evaluation, or qualitative and/or quantitative research methods
- Proficiency with Microsoft Word, Excel, PowerPoint (experience with other software, such as Microsoft SharePoint, Microsoft Project, SAS, Microsoft Access, NVivo, or Atlas.ti is desirable)

Applicants must submit a cover letter, resume, writing sample, and transcript (unofficial are okay). You will be asked to attach these materials during the online application process.

We offer our employees a stimulating, team-oriented work environment and competitive salaries. We provide a comprehensive benefits package, including generous paid time off, tuition reimbursement, and employee ownership.

Various federal agencies with whom we contract require that staff successfully undergo a background investigation or security clearance before working on certain projects. If you are assigned to such a project, you will be required to obtain the requisite security clearance.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Contact: Nandini Sikdar (202) 250-3588

Duration: Permanent

Job Function: Data & Analytics, Finance, Operations / Production

Employer Description:

Mathematica applies expertise at the intersection of data, methods, policy, and practice to improve well-being around the world. We collaborate closely with public- and private-sector partners to translate big questions into deep insights that improve programs, refine strategies, and enhance understanding using data science and analytics. Our work yields actionable information to guide decisions in wide-ranging policy areas, from health, education, early childhood, and family support to nutrition, employment, disability, and international development. We have offices in Princeton, NJ; Washington, DC; Seattle, WA; Oakland, CA; Cambridge, MA; Chicago, IL; Ann Arbor, MI; and Woodlawn, MD. Mathematica offers our employees competitive salaries, and a comprehensive benefits package, as well as the advantages of being 100 percent employee owned. As an employee stock owner, you will experience financial benefits of ESOP holdings that have increased in tandem with the company's growth and financial strength. You will also be part of an independent, employee-owned firm that is able to define and further our mission, enhance our quality and accountability, and steadily grow our financial strength.

Allowed School Years: Senior, Alumni

Allowed Major(s): All Sport Business & Marketing, Business Administration & Management, Law, Non Profit Management, Supply Chain Management, Family & Consumer Science, Finance & Financial Management, Insurance, Chemistry, Food Industry Management, Entrepreneurship, Forensics, Criminal Justice/Criminology, Actuarial/Risk Analysis, Accounting, Business Analytics, Marketing, Consulting, Human & Child Development, International Studies/Comparative Politics, Human Resources, Counseling, Statistics, Sales, International Business, Parks, Recreation & Leisure Studies, Retail & Hospitality Administration, Real Estate, and Physics majors

Work Authorization: US work authorization is required