

Associate, Research and Analysis

Job purpose

The Associate, Research and Analysis, leads many of PSC's quantitative and qualitative research and analytics offerings, particularly those focusing on contract spending data and federal budget information. The Associate also supports many of PSC's other advocacy-related activities, with tasks including research, writing, client relationship management, and internal logistics.

The Associate is responsible for using a wide range of data to investigate what the government is buying, from whom, and how it is buying it. The results of this research are used to support PSC advocacy and education efforts, to help the government contracting industry and the general public better understand government budgets, programs, and contracts.

Duties and responsibilities

Research and analytics:

- Contracting data: The associate is responsible for analyzing and understanding federal contracting data from the Federal Procurement Data System (FPDS) and other sources.
 - The Associate will utilize SQL (or a similar data tool), as well as available external subscription services, to access FPDS contracting data. The associate will be responsible for all steps of downloading, importing and maintaining this large, government-furnished dataset (~50 GB.)
 - The Associate will be responsible for assessments and summaries of contract spending data for a variety of regular PSC publications and other uses.
 - The Associate will engage in specific research assignments based on guidance from senior staff. These research assignments range from answering simple questions that can be completed in minutes to comprehensive, in-depth research projects lasting weeks. The Associate will present the results of the research to PSC members, government representatives, or other audiences, as directed.
 - The Associate will proactively search for new avenues of research to provide senior staff with an understanding of the “art of the possible.”
- Other research
 - The Associate will be responsible for supporting other PSC research, including PSC's regular surveys of government officials. Responsibilities on these projects include assisting in the development of survey questions, conducting surveys, and writing significant aspects of the final reports/presentations.

- The Associate will conduct specific research assignments on a broad array of topics, including for example the composition of the federal workforce, R&D funding, grants data, federal budgets, etc.
- The Associate will create and update presentation material as needed for senior staff.

Support of other initiatives:

- The Associate will support PSC advocacy efforts, through researching and writing, preparing for meetings and events, performing some administrative duties, and conducting all other duties as assigned.
- Specific writing tasks will include preparing formal comments to the government concerning specific procurements or regulations, whitepapers, and newsletter articles.

Qualifications

Basic qualifications:

- Bachelor's degree, preferably in political science, public policy, international relations, or a related field
- 1-3 years of work experience (including internship experience)
- High level of expertise in Microsoft Excel, including familiarity with lookup and pivot tables. Must have interest in developing SQL or other data capabilities.
- Experience in creating data displays using Excel/PowerPoint or other tools
- Ability to analyze complex quantitative and qualitative information and effectively present this information in writing, charts, and/or presentations to nontechnical audiences
- Ability to write high quality publications of diverse types (newsletter entries, whitepapers, regulatory comments, etc.)
- Ability to locate esoteric and obscure information via internet research
- Ability to understand dense and complex policy and legal documents
- Ability to engage with senior industry and government leaders
- Self-starter with a natural interest in answering complex research questions
- Interest in federal contracting

Desired additional qualifications:

- Experience with SQL, R, or similar data tools (experience conducting complex queries as well as in creating and update large databases is desired)
- Knowledge of pertinent government data sources, particularly the Federal Procurement Data System (FPDS) and budget documents
- Foundational knowledge of the federal contracting policies and process
- Experience presenting to large groups
- Experience with graphics editing