Location: MITRE  
Job Title: Senior Information Analyst  

Responsibilities:  
MITRE’s Information Services department provides research to MITRE employees in support of our Sponsor’s needs, corporate initiatives, and internal research and development projects. We offer two levels of service comprised of our frontline InfoDesk and longer duration support through Custom Research. We operate within the Finance organization.  
MITRE’s Information Services department seeks a member of our team in support of our Custom Research service level. This individual would be responsible for providing research in support of MITRE’s work programs, as well as targeted research in support of specific sponsor and MITRE initiatives. As an information services professional, this key member of the team would need to have an in-depth understanding of information management practices and how to translate them to meet the needs of our customers.  
Work as part of a team providing in-person and virtual research support to a diverse set of customers  
Create custom deliverables for projects based on customer specifications and feedback  
Communicate effectively with customers and colleagues to create strong partnerships across the organization  
Understand customer initiatives and proactively distribute content of interest to customers  
Provide objective research support that informs MITRE’s sponsor, market, and technology intelligence insights provided to internal customers  

Requirements:  
Typically requires a minimum of 5 years of related experience with a Bachelor’s degree; or 3 years and a Master’s degree; or a PhD with relevant experience who can immediately contribute at this job step; or equivalent combination of related education and work experience.  
Strong research and organizational skills with the ability to prioritize tasks  
Excellent verbal, written, and presentation skills; ability to communicate complex information to technical and non-technical professionals  
Demonstrated ability to work collaboratively in a team environment, to solve problems creatively, and to effectively build partnerships  

Preferred Qualifications:  
5 - 7 years of professional experience conducting market or federal research  
Master's degree in library science (or related field) preferred  
Understanding of the federal government and the federal contracting industry  
Experience in a corporate, government, or non-profit library  
Familiarity with subscription databases and research tools, and appropriate use cases for them  
Understanding of copyright and related usage restrictions  

Salary Range: $100k-$110k  

Application Process:  
1 Phone Interview & 1 In Person Interview.  

Closing Date: May 1, 2024