

# INSTITUTE FOR SOCIAL RESEARCH & DATA INNOVATION



EMPLOYMENT OPPORTUNITY

Be a part of something BIG.

## DATA ANALYST

JOB OPENING ID 335560

### JOB DESCRIPTION

[IPUMS](#) makes the world's largest collection of individual-level population and health survey data freely accessible online. Thousands of researchers use these data worldwide, and you can contribute to the development and enhancement of this public good.

We seek one or more data analysts to join our diverse team of research and information technology professionals. We are looking for smart, technically-minded people who enjoy working with data. Diversity and inclusion is a core value of our organization. We aspire to create a team that represents the diversity of our city, our region, and our world, and to create a space that encourages and embraces inclusiveness, equal opportunity, and respect. We strongly encourage women and members of under-represented groups to apply.

Data analysts may work across IPUMS data collections, but current openings are for work on IPUMS USA and IPUMS Health Surveys. IPUMS USA ([ipums.org/usa](http://ipums.org/usa)) delivers decennial censuses from 1790 to 2010 and American Community Surveys (ACS) from 2000 to the present, as well as restricted versions in the Federal Statistical Research Data Centers (FSRDC). IPUMS Health Surveys ([ipums.org/healthsurveys](http://ipums.org/healthsurveys)) makes the country's leading sources of information on population health, the National Health Interview Survey, and health expenditures, the Medical Expenditure Panel Survey, more easily accessible.

As with all IPUMS projects, the signature activity is the integration of discrete datasets into a single consistently coded and documented series that enables comparative analyses over time. IPUMS projects share common methods and infrastructure while each has its unique challenges and timelines of deliverables. The environment is highly collaborative, and you will work closely with research scientists, data analysts, student research assistants, and software developers. We are constantly pushing the boundaries of data processing and dissemination methods, and there is considerable opportunity for initiative and creativity by all members of the research staff.

IPUMS is part of the Institute for Social Research and Data Innovation ([isrdi.umn.edu](http://isrdi.umn.edu)), which includes the Minnesota Population Center ([pop.umn.edu](http://pop.umn.edu)), the Life Course Center ([lcc.umn.edu](http://lcc.umn.edu)), and the Minnesota Research Data Center ([mnrhc.umn.edu](http://mnrhc.umn.edu)). The Institute supports the work-life balance of our staff with 40 hour

work weeks and flexible work hours. The University also offers excellent health insurance, retirement benefits, and tuition assistance. IPUMS encourages and supports staff training and development.

## RESPONSIBILITIES

You will be involved in all stages of IPUMS integration work based on project needs. Specific tasks include standardizing codes across datasets, resolving comparability issues, writing variable documentation, processing new data and metadata into IPUMS systems, and testing website functionality. You may also help prepare/give public presentations on campus or at professional conferences to disseminate information about IPUMS projects.

## QUALIFICATIONS

**Required:** A bachelor's degree and excellent computer skills. Experience with at least one major statistical software package (SPSS, Stata, SAS, or R) and at least six months (or two semesters) of experience working with data. Strong written, verbal and interpersonal communication skills. Additionally, for the IPUMS USA position, the candidate must have or obtain Special Sworn Status (SSS) with the United States Census Bureau in order to work in the Federal Statistical Research Data Center (FSRDC) at the University of Minnesota. This will involve a background check, and either US citizenship or a candidate who has resided within the US for the past 2-3 years. We expect that if the chosen candidate does not have SSS when accepting the position that they will apply for SSS within 1 week of accepting the position.

**Additional selection criteria:** Experience using one of the IPUMS databases or any other large-scale census or comparative survey data; degree in a social science or health-related field; demonstrated ability to work independently and as a member of a diverse team; ability to learn new information technology as required. For the IPUMS USA position, experience working in a FSRDC.

Please detail in your cover letter your experiences with data, including relevant courses, internships, and jobs.

## APPLICATION PROCEDURE

Please apply using the University of Minnesota's online employment system [humanresources.umn.edu/jobs](https://humanresources.umn.edu/jobs) and search job opening ID 335560 or by following this link: [jobsearch.cla.umn.edu/335560](https://jobsearch.cla.umn.edu/335560). Application requirements include a resume, and a cover letter describing your interest and qualifications in the position. Questions concerning the application process may be addressed to Mia Riza, HR & Operations Manager, at [isrdi-jobs@umn.edu](mailto:isrdi-jobs@umn.edu).

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.