

# INSTITUTE FOR SOCIAL RESEARCH & DATA INNOVATION



EMPLOYMENT OPPORTUNITY

Be a part of something BIG.

## UNDERGRADUATE RESEARCH ASSISTANT JOB OPENING ID 340868

### JOB DESCRIPTION

IPUMS curates the world's largest collection of individual-level population and health survey data freely accessible online ([ipums.org](http://ipums.org)). Thousands of researchers use these data worldwide, and you can contribute to the support, development, and enhancement of this public good. We have up to fifteen openings for undergraduate research assistants for summer 2021; selected candidates will be invited to continue through the 2021-2022 academic year (pending satisfactory performance). Research assistants will be considered for multiple openings across IPUMS teams, including IPUMS IHGIS ([ihgis.ipums.org](http://ihgis.ipums.org)), IPUMS NHGIS ([nhgis.ipums.org](http://nhgis.ipums.org)), IPUMS DHS ([dhs.ipums.org](http://dhs.ipums.org)), IPUMS CPS ([cps.ipums.org](http://cps.ipums.org)) and the IPUMS Bibliography ([bibliography.ipums.org](http://bibliography.ipums.org)). More details on the work for each team are below.

### RESPONSIBILITIES

**IPUMS IHGIS** assembles, processes, documents, and disseminates international census data from tables published by national statistical offices around the world, along with GIS boundary files representing the units described in the tables. Selected candidates will aid in processing and documenting published census tables from a wide range of countries and will learn data processing and documentation procedures to describe the structure of tables, convert them into database-ready files, and document the source and content of the tables using Microsoft Excel and custom software. Note that candidates selected to work on IHGIS will be employed as undergraduate research fellows; they are reimbursed with a biweekly stipend and work a set number of hours. Fellowships through IHGIS are only available to US citizens, US nationals, or permanent residents of the United States and students may not be concurrently working in a research assistant job.

**IPUMS DHS** facilitates analysis of the Demographic and Health Surveys—a source of global population, health, family planning, domestic violence, and nutrition data. Candidates selected to work on IPUMS DHS will transcribe questionnaire content from PDF and Excel documents into Word documents, following a standard format, and add XML format tags (no previous experience required). Other tasks may include entering variable-specific information into Excel spreadsheets to link question wording to associated variables, checking for and correcting dead links on the project website, and assisting with bibliographic searches. Moderate fluency in reading French or Spanish a plus but not required.

**The IPUMS Bibliography** team maintains a database of published work that utilizes IPUMS data; the bibliography is used by both external researchers interested in how IPUMS data are being used and by IPUMS staff to demonstrate the utility of IPUMS data to assorted funding agencies. Candidates selected for this team will review publication lists to verify that the entries use IPUMS data, enter the relevant publications into Mendeley (a citation management software), and apply relevant metadata tags to the entries to facilitate searching the database.

**IPUMS NHGIS** provides easy access to summary tables and time series of population, housing, agriculture, and economic data, along with GIS-compatible boundary files, for years from 1790 through the present for the United States. Candidates selected to work on NHGIS will work on spatial data editing as part of a project creating digital maps for 1980 and 1970 Census blocks. The work is done in ArcMap. No previous experience with ArcMap is required; the NHGIS team will teach selected candidates the required skills.

**IPUMS CPS** simplifies access to the monthly U.S. labor force survey, the Current Population Survey, for 1962 to the present. The candidate selected to work on IPUMS CPS will help with assorted documentation generation, organizational tasks, and data quality checks. These include generating data dictionaries from image files, reviewing and reorganizing how variables are grouped on our website, and reviewing and improving metadata integrity.

**IPUMS MICS** aims to organize and distribute one of the world's leading surveys on child health and well-being: UNICEF's Multiple Indicator Cluster Surveys. The project is still in the early stages, and the candidate will be asked to participate in a range of tasks associated with data preparation and documentation. The work includes converting questionnaire text for web display, associating data with the survey questions, reviewing the web site, improving metadata, and general quality control.

Assistantships are reimbursed at an hourly rate of \$11.17 per hour (IHGIS fellowships instead pay a bi-weekly stipend ranging from \$240 to \$480, depending on the average number of hours per week agreed upon by the assistant and supervisor). Research assistants/fellows are expected to spend 10 to 20 hours per week working on research-related projects and/or attending related seminars and workshops; working up to 35 hours per week during the summer may be possible with the supervisor's consent. Work hours will be flexible to allow for other commitments but must include hours within a core set of work hours to allow for team meetings.

Office location: Selected candidates will begin their assistantships working remotely, but they may be asked to spend some work hours at Willey Hall, West Bank as more standard University operations resume.

## QUALIFICATIONS

### Eligibility requirements:

- Must be an undergraduate student admitted to a degree program at the University of Minnesota.
- The IHGIS positions are only available only to US citizens, US nationals, or permanent residents of the United States, and students may not be concurrently working in a research assistant job.
- ALL OTHER POSITIONS are open to all undergraduate students, regardless of visa status or other assistantships.

### Required job qualifications:

- Ability to work independently and with limited supervision and to collaborate with others as needed.
- Attentive to detail and committed to accuracy in work project.
- Good written and oral communication skills and interpersonal skills.
- Ability to organize time efficiently, meet deadlines, and regularly report progress to supervisor as directed.

- Basic computer skills (including familiarity with Excel and Word documents)

**Preferred job qualifications:**

- Intermediate skill with Microsoft Excel.
- Experience with census or survey data.
- Familiarity with data documentation and metadata.
- Familiarity with database concepts.
- Familiarity with citation management software.
- Background in social science, international studies, or health-related discipline.
- Some experience with data analysis/ a statistical software package such as SAS, Stata, SPSS, or R.
- Some previous experience assisting with a research project (please describe)
- For IPUMS-DHS, moderate or full fluency in reading Spanish or French.

## APPLICATION PROCEDURE

Apply using the University of Minnesota's online employment system via MyU. **Search job number 340868.** Please attach a resume and cover letter, detailing your qualifications and interest in the fellowship or research assistant position. We will begin reviewing applications immediately.

**\*\*PLEASE NOTE\*\***

The IHGIS positions are fellowships, which are considered a form of financial aid and may affect your eligibility for need-based financial aid through the Office of Student Finance.