

INSTITUTE FOR SOCIAL RESEARCH & DATA INNOVATION



EMPLOYMENT OPPORTUNITY

Be a part of something BIG.

UNDERGRADUATE RESEARCH ASSISTANT JOB OPENING ID 343089

JOB DESCRIPTION

IPUMS curates the world's largest collection of individual- and place-level population and health survey data freely accessible online (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 eight openings for undergraduate research assistants for the 2021-2022 academic year and beyond (pending satisfactory performance). Research assistants will be considered for multiple openings across IPUMS teams, including IPUMS IHGIS (ihgis.ipums.org), IPUMS DHS (dhs.ipums.org), and IPUMS MICS. 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. Moderate fluency in reading French, Spanish, or another non-English language a plus but not required.

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.

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. Moderate fluency in reading French or Spanish a plus but not required.

Assistantships are reimbursed at a starting hourly rate of \$13.00 per hour (IHGIS fellowships instead pay a bi-weekly stipend ranging from \$260 to \$520, depending on the average number of hours per week agreed upon by the assistant and supervisor). Research assistants/fellows are expected to work at least 10 hours per week on research-related projects and/or attending related seminars and workshops. 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.
- Background in social science, international studies, computer science, 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)
- Moderate or full fluency in reading Spanish or French (or another non-English language for IHGIS).

APPLICATION PROCEDURE

Apply using the University of Minnesota's online employment system via MyU. **Search job number 343089.** Please attach a resume and cover letter detailing your qualifications. In your cover letter please indicate which project(s) you would be interested in. 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.