

INSTITUTE FOR SOCIAL RESEARCH & DATA INNOVATION



EMPLOYMENT OPPORTUNITY

Be a part of something BIG.

UNDERGRADUATE RESEARCH FELLOW JOB OPENING ID 347274

JOB DESCRIPTION

The Institute for Social Research and Data Innovation (ISRDI, isrdi.umn.edu) has up to two openings for undergraduate research fellows for summer 2022 and the 2022-23 academic year, on the IPUMS International Historical Geographic Information System (IHGIS, ihgis.ipums.org). IHGIS assembles, processes, documents, and disseminates international aggregate census data from tables published by national statistical offices around the world, along with GIS boundary files representing the units described in the tables. IHGIS is part of IPUMS, the world's largest collection of social science data. These positions will start in June 2022 and fellows will be invited to continue through the 2022-23 academic year (pending satisfactory performance).

RESPONSIBILITIES

As part of this research experience, you will aid in processing and documenting published census tables from a wide range of countries. You 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. You will use Microsoft Excel and custom software developed for this project to carry out these tasks. You will also assist with converting tables from PDF and scanned documents into Excel worksheets using optical character recognition (OCR) software.

This fellowship includes a bi-weekly stipend ranging from \$260 to \$520, depending on the average number of hours per week agreed upon by the fellow and supervisor. Fellows are expected to spend an average of 10 to 20 hours per week assisting in research-related projects and/or attending related seminars and workshops. Your hours will be flexible to allow for other commitments.

Office location: Willey Hall (West Bank) or Remote

QUALIFICATIONS

Required by rules of Fellowship:

- This fellowship is available only to US citizens, US nationals, or permanent residents of the United States.
- Must be an undergraduate student admitted to a degree program at the University of Minnesota.
- Not concurrently working in a research assistant job.

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

UNIVERSITY OF MINNESOTA
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Required for job duties:

- Ability to work independently and with limited supervision.
- Good communication and interpersonal skills.
- Ability to organize time efficiently and meet deadlines.
- Attentive to detail and committed to accuracy in work project.

Preferred:

- Intermediate skill with Microsoft Excel
- Experience with census data.
- Familiarity with data documentation and metadata.
- Familiarity with database concepts.

APPLICATION PROCEDURE

Apply using the University of Minnesota's online employment system via MyU. **Search job number 347274.** Please attach a resume and cover letter, detailing your qualifications and interest in the fellowship. We will begin reviewing applications immediately.

****PLEASE NOTE****

-Fellowships are considered a form of financial aid and may affect your eligibility for need-based financial aid through the Office of Student Finance.

-This fellowship's funding is expected to end before Spring semester 2023. At that time all fellows will be transferred to equivalent undergraduate assistant positions, at the same rate, performing the same duties (pending satisfactory performance).