EMPLOYMENT OPPORTUNITY

Be a part of something BIG.

UNDERGRADUATE RESEARCH ASSISTANT
JOB OPENING ID 347539

JOB DESCRIPTION

IPUMS curates the world's largest collection of 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 are seeking an undergraduate research assistant for summer 2022 and beyond (pending satisfactory performance). The assistant will work on spatial data editing for IPUMS NHGIS (nhgis.ipums.org).

Assistantships are reimbursed at an hourly rate of $13 per hour. Research assistants 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 are welcome to work remotely or from our office in Willey Hall.

RESPONSIBILITIES

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. This position will be part of a team of NHGIS assistants working on spatial data editing to create 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.

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QUALIFICATIONS

Required job qualifications:
- Must be an undergraduate student admitted to a degree program at the University of Minnesota.
- Ability to work independently and with limited supervision and to collaborate with others as needed.
- Attentive to detail and committed to accuracy.
- Good 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 Microsoft Excel or other data processing tools.

Preferred job qualifications:
- Experience with GIS software and concepts.
- Intermediate skill with Excel or other data processing tools.
- Experience with census data.
- Familiarity with data documentation and metadata.
- Familiarity with database concepts.
- Some previous experience assisting with a research project (please describe)

APPLICATION PROCEDURE

Apply using the University of Minnesota's online employment system via MyU. **Search job number 347539.** 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.

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