EMPLOYMENT OPPORTUNITY   Be a part of something BIG.

UNDERGRADUATE RESEARCH ASSISTANT
JOB OPENING ID 353097

JOB DESCRIPTION

IPUMS curates the world's largest collection of individual-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 two openings for undergraduate research assistants, beginning immediately and continuing through summer and beyond (pending satisfactory performance).

Assistantships are reimbursed at an hourly rate of $15 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

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.

(See page 2 for qualifications.)

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QUALIFICATIONS

Required job qualifications:
- Must be an undergraduate student admitted to a degree program at the University of Minnesota, and taking at least 6 credits.
- 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 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 353097.** Please attach a resume and cover letter, detailing your qualifications and interest in the fellowship or research assistant position. You MUST attach both documents to be considered for this position. We will begin reviewing applications immediately.

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