

# INSTITUTE FOR SOCIAL RESEARCH & DATA INNOVATION



EMPLOYMENT OPPORTUNITY

Be a part of something BIG.

## UNDERGRADUATE RESEARCH ASSISTANT JOB OPENING ID 353130

### 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 2-3 openings for undergraduate research assistants, beginning immediately and continuing through summer and beyond (pending satisfactory performance). The chosen candidates will work with census data as well as spatial data for IPUMS International ([international.ipums.org](http://international.ipums.org)).

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. 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 (West Bank).

### RESPONSIBILITIES

IPUMS International provides the largest collection of census microdata covering over 100 countries, contemporary and historical, along with GIS-compatible administrative boundary files for several countries around the globe. This position will be part of a team of IPUMS International full-time staff and graduate research assistants working on census data, data documentation, spatial data editing, to creating digital maps. Data editing is done using Microsoft Excel and digital maps are created using ArcMap or ArcGIS Pro. No previous experience with ArcMap or ArcGIS Pro is required; the IPUMS International team will teach selected candidates the required skills.

(See page 2 for qualifications.)

## 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 projects.
- 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 or other data processing tools.

### Preferred job qualifications:

- Intermediate skill with Microsoft Excel or other data processing tools.
- Experience with census or survey data.
- Familiarity with data documentation and metadata.
- Familiarity with database concepts.
- Basic knowledge of R or Python.
- Experience with GIS software and 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 353130.** Please attach a resume and cover letter, detailing your qualifications and interest in the research assistant position. You **MUST** attach both documents to be considered for this position. We will begin reviewing applications immediately.