UNDERGRADUATE RESEARCH ASSISTANT
JOB OPENING ID 357391

JOB DESCRIPTION
The Institute for Social Research and Data Innovation (ISRDI, isrdi.umn.edu) has up to two openings for undergraduate research fellows on the IPUMS International Historical Geographic Information System (IHGIS, ihgis.ipums.org). IHGIS is part of IPUMS, the world’s largest collection of social science data. Hundreds of thousands of researchers worldwide use IPUMS data, and you can contribute to developing and enhancing this public good.

You will assist the IHGIS project in assembling, processing, documenting, and disseminating census data from tables published by national statistical offices around the world, along with GIS boundary files representing the units described in the tables.

These positions are available for the 2023-24 academic year with the potential to continue beyond. The starting rate for undergraduate research assistants is $15.56 per hour. Research assistants will spend 10 to 20 hours per week working on research-related projects and/or attending related seminars and workshops. Work hours are flexible to allow for other commitments but must include some hours during the workday to allow for team meetings.

Work location: Selected candidates are welcome to work remotely and/or from our office in Willey Hall.

RESPONSIBILITIES
You will help process and document 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 may also assist with converting tables from PDF and scanned documents into Excel worksheets using optical character recognition (OCR) software and/or prepare boundary files of census units using GIS software. The IHGIS team will provide training in specialized software and project-related skills.

(See page 2 for qualifications.)
QUALIFICATIONS

Required for job duties:

- Must be an undergraduate student admitted to a degree program at the University of Minnesota and registered for at least 6 credits
- Ability to work independently and with limited supervision and to collaborate with others
- Attentive to detail and committed to accuracy
- Good communication and interpersonal skills
- Ability to organize time efficiently, meet deadlines, and regularly report progress to supervisor
- Basic computer skills, including familiarity with Microsoft Excel or other data processing tools

Preferred:

- Intermediate skill with Microsoft Excel
- Ability to learn new skills independently using available documentation
- Interest in human population dynamics, development, or related topics in international settings
- Ability to read language(s) in addition to English and/or cultural knowledge of other world regions
- 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 357391. Please attach a resume and cover letter, detailing your qualifications and interest in the research assistantship. We will begin reviewing applications immediately.

Diversity and inclusion are core values of our organization. We are committed to creating a work environment that celebrates and promotes diversity and advances a culture of inclusion for persons from historically excluded and underrepresented groups. We strongly encourage members of underrepresented groups to apply. Please reach out to isrdi-jobs@umn.edu if you need accommodation in applying.