

INSTITUTE FOR SOCIAL RESEARCH & DATA INNOVATION



EMPLOYMENT OPPORTUNITY

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DATA ANALYST – INTERNATIONAL CENSUS DATA JOB OPENING ID 357646

JOB DESCRIPTION

[IPUMS](#) makes the world's largest collection of population and health survey data freely accessible online. Hundreds of thousands of researchers worldwide use these data, and you can contribute to developing and enhancing this public good.

We seek a data analyst interested in international census data to join our diverse team of research and information technology professionals. We are looking for a technically-minded person who enjoys working with data and has the ability to learn new skills and knowledge quickly.

The current opening is on the team that creates the International Historical Geographic Information System (IPUMS IHGIS, ihgis.ipums.org). IHGIS disseminates census data from tables published by national statistical offices around the world, along with GIS boundary files representing the units described in the tables. In this position, you will transform data from highly heterogeneous tables into consistently structured, fully documented, machine-readable data ready for use by researchers and policy analysts. As you learn the IHGIS workflows, you will grow into leadership of a team of student research assistants who perform data processing and documentation tasks. You may also participate in other tasks, including user support and outreach and involvement in other IPUMS projects.

RESPONSIBILITIES

- **30% Data processing.** Execute all stages of the IHGIS data processing pipeline, including data acquisition via web scraping; transforming scanned images to digital data using optical character recognition (OCR) software; using a markup framework to describe table structure; and data transformation and quality assurance.
- **15% Information design.** Author and edit metadata (e.g., table titles, column headers, dataset descriptions) for clarity and consistency.
- **10% GIS data development.** Acquire and edit GIS shapefiles delineating the geographic units described in census tables.
- **20% Coordinating student workers.** Train student research assistants and coordinate their work to move datasets through the pipeline.
- **10% Improving workflows and processes.** Identify, design, and implement improvements to established workflows, including modifying and developing scripts to automate data production.
- **5% Outreach.** Prepare and give public presentations on campus or at professional conferences or other venues to disseminate information about IHGIS or other IPUMS projects.
- **10% Supporting other IPUMS projects.** Provide support for data production tasks or special projects on other IPUMS projects, primarily NHGIS, the U.S. counterpart to IHGIS.

Annual salary range: \$48,000 - \$56,000 commensurate with qualifications.

Work location: The selected candidate is welcome to work from our office in Willey Hall on the Minneapolis West Bank campus and/or remotely.

QUALIFICATIONS

Required for job duties:

- A bachelor's degree or a combination of related education and work experience equal to 4 years
- Excellent computer skills and ability to learn new information technology
- Strong written, verbal, and interpersonal communication skills
- Ability to work independently with limited supervision and to collaborate with others.
- Attentive to detail and committed to accuracy

Additional selection criteria:

- Experience using one of the IPUMS databases or other large-scale census or survey datasets
- Experience with programming or scripting (especially R)
- Experience with a data development project
- Experience with project coordination
- Experience with technical writing, web content design, and/or public communication
- Familiarity with database concepts
- Degree in a social science or other field where census data are directly applicable
- Ability to read language(s) in addition to English and/or cultural knowledge of other world regions

Please detail in your cover letter how your experience (e.g., coursework, internships, employment, community involvement) addresses these criteria.

ABOUT THE DEPARTMENT

[IPUMS](#) is part of the Institute for Social Research and Data Innovation ([isrdi.umn.edu](#)). ISRDI is an interdisciplinary research organization that includes the Minnesota Population Center ([pop.umn.edu](#)), the Life Course Center ([lcc.umn.edu](#)), and the Minnesota Research Data Center ([mnrdc.umn.edu](#)).

ISRDI supports a work-life balance for our staff with 40-hour work weeks and flexible work hours. The University also offers excellent health insurance, retirement benefits, and tuition assistance. IPUMS encourages and supports staff training and development.

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.

APPLICATION PROCEDURE

Please apply using the University of Minnesota's online employment system:

External candidates: <https://hr.myu.umn.edu/jobs/ext/357646>

Internal candidates: <https://hr.myu.umn.edu/jobs/int/357646>

Application requirements include a resume and a cover letter detailing your qualifications and interest in the position.

Questions concerning the application process, including requests for accommodation, may be addressed to Alex Lunde, HR & Operations Manager, at isrdi-jobs@umn.edu.

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

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.

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