UNDERGRADUATE RESEARCH ASSISTANT
JOB OPENING ID 359177

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 up to two undergraduate research assistants for the Spring 2024 semester with the potential to continue beyond. The assistants will work on spatial data editing for IPUMS NHGIS (nhgis.org).

Assistantships are reimbursed at an hourly rate of $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 hours during the workday to allow for team meetings.

Office location: Training is conducted in person in our office in Willey Hall, after which candidates will have the option to work hybrid or in person.

RESPONSIBILITIES
IPUMS NHGIS (National Historical Geographic Information System) provides easy access to summary tables and time series of population, housing, agriculture, and economic data, along with GIS-compatible mapping files, for years from 1790 through the present for all levels of U.S. census geography, including states, counties, census tracts, and blocks. This position will be part of a team of NHGIS assistants working on spatial data editing to create digital maps for 1970 and 1980 census blocks. The work is done in ArcGIS Pro. No previous experience with ArcGIS Pro is required; the NHGIS team will teach selected candidates the required skills.

QUALIFICATIONS
Required job qualifications:

• 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 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:

• Ability to learn new skills independently using available documentation.
• Interest in working with maps, learning about U.S. places and urban form, and/or using census data.
• Basic familiarity with GIS software and concepts.
• Some previous experience assisting with a research project.

APPLICATION PROCEDURE
Apply using the University of Minnesota's online employment system via MyU. Search job number 359177. Please attach a resume and cover letter, detailing your qualifications and interest in the position. We will begin reviewing applications immediately. Please reach out if you need accommodation in applying.

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.

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.