

INSTITUTE FOR SOCIAL RESEARCH & DATA INNOVATION



EMPLOYMENT OPPORTUNITY

Be a part of something BIG.

UNDERGRADUATE RESEARCH ASSISTANT JOB OPENING ID 360584

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 undergraduate research assistants for Summer 2024 and/or the 2024-2025 academic year with the potential to continue beyond. Assistants will work on either IPUMS NHGIS (National Historical Geographic Information System) or IPUMS IHGIS (International Historical Geographic Information System).

Assistants on the NHGIS project (nhgis.org) will work on spatial data editing to construct mapping files for 1970 and 1980 census blocks, and assistants on the IHGIS project (ihgis.ipums.org) will work on processing and documenting census tables and boundaries from a wide range of countries.

Assistantships are reimbursed at an hourly rate of \$15.56 per hour. Research assistants will spend 10 to 30 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: For NHGIS, training is conducted in person in our office in Willey Hall, after which candidates will have the option to work hybrid or in person. For IHGIS, assistants may work remotely, hybrid, or in person.

RESPONSIBILITIES

IPUMS NHGIS 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. Candidates chosen for this project 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.

IPUMS IHGIS assembles, processes, documents, and 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. Candidates chosen for this project 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. They will use Microsoft Excel and custom software developed for this project to carry out these tasks. They 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 ArcGIS Pro.

For both projects, the IPUMS team will provide training in specialized software and project-related 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.
- Ability to learn new skills independently using available documentation.
- **NHGIS ONLY** – Available summer 2024 (IHGIS hires can begin immediately or defer until Fall semester.)

Preferred job qualifications (NHGIS):

- 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.

Preferred job qualifications (IHGIS):

- Intermediate skill with Excel.
- 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.

APPLICATION PROCEDURE

Apply using the University of Minnesota's online employment system via MyU. **Search job number 360584.** **Please attach a resume and cover letter**, detailing your qualifications and specify your interest in one or both of these positions. We will begin reviewing applications immediately. Please reach out to isrdi-jobs@umn.edu with questions or 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.