EMPLOYMENT OPPORTUNITY   Be a part of something BIG.

UNDERGRADUATE ARCHIVE ASSISTANT
JOB OPENING ID 363980

JOB DESCRIPTION

IPUMS (part of the Institute for Social Research and Data Innovation) curates the world's largest collection of individual-level 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 have openings for undergraduate archive assistants, beginning immediately and continuing through the academic year and beyond (pending satisfactory performance).

Starting rate: $16.03/hour
Hours: Flexible scheduling from 8AM-5PM, Monday-Friday. 10-20 hours per week.
Office location: Selected candidates will be required to work IN PERSON in our West Bank Office Building location. (WBOB, 1300 2nd Street S Minneapolis, MN 55454)

RESPONSIBILITIES

The IPUMS Archive Team is responsible for cataloging, maintaining, and digitizing IPUMS' collection of print documentation. Team members also create or digitize metadata for the IPUMS research projects. Some specific responsibilities include creation of bibliographic records and metadata for print materials; production of document collections for dissemination; scanning, image cleaning, and document tracking for archive holdings.

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. (Students registered for 6 credits in the coming Fall are eligible.)
- Good written and oral communication skills and interpersonal skills.
- Ability to organize time efficiently, meet deadlines, and regularly report progress to supervisor as directed.
- Attentive to detail, committed to accuracy in work projects, and responds productively to feedback.
- Ability to work independently and with limited supervision and to collaborate with others as needed.
- Basic computer skills (including familiarity with Excel and Word documents)

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Preferred job qualifications:
- Experience with bibliographic database searching and record structure.
- Experience with scanning individual documents.

APPLICATION PROCEDURE

Apply using the University of Minnesota's online employment system via MyU. **Search job number 363980.** Please attach a resume and cover letter, detailing your qualifications and interest in the fellowship or research assistant position. We will begin reviewing applications immediately.

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