

INSTITUTE FOR SOCIAL RESEARCH & DATA INNOVATION



EMPLOYMENT OPPORTUNITY

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DATA ANALYST I – IPUMS NHGIS

JOB OPENING ID 365892

APPLICATION DEADLINE DECEMBER 23, 2024 • REVIEW BEGINS JANUARY 8, 2025

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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 U.S. census data and geographic information systems (GIS) 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 ideal candidate is detail-oriented and motivated by task completion, knows when to ask questions, has strong organization skills, and is eager to develop technical skills in geographic data processing and IPUMS data.

The current opening is for work on the National Historical Geographic Information System (IPUMS NHGIS – nhgis.org). NHGIS provides summary tables and time series of population, housing, agriculture, and economic data, along with GIS-compatible boundary files, for years from 1790 through the present and for all levels of U.S. census geography. The primary responsibility for this position is to coordinate our effort to digitize all 1980 and 1970 census block boundaries, helping to lead a small team of student assistants. The work will also include a range of tasks involving the development and documentation of geographic data; user support and outreach; and various additional initiatives for NHGIS and other projects at IPUMS or the Minnesota Population Center.

RESPONSIBILITIES

You will be involved in all stages of the development, documentation, and dissemination of IPUMS NHGIS data, with an emphasis on our GIS data.

- **40% Coordinating a GIS data development project.** Coordinate work tasks for a team of 2 to 8 undergraduate student assistants working to digitize 1980 and 1970 census block boundaries by editing existing shapefiles to match with published data tables and paper maps. Prepare base data for editing. Manage the acquisition and distribution of library materials. Train and guide student assistants and monitor their work. Organize completed files for publication.
- **25% Supporting research projects.** Aid in data processing and mapping tasks for various research projects conducted by members of the Minnesota Population Center, a university-wide interdisciplinary cooperative for demographic research.
- **15% Supporting other IPUMS data projects.** Aid in data production tasks and special projects on NHGIS or other IPUMS projects, primarily IHGIS, the international counterpart to IHGIS.

- **10% Improving workflows and processes.** Identify, design, and implement improvements to established workflows, including modifying and developing scripts to automate data production.
- **5% Documentation.** Author and edit text describing data products and workflows for both internal and external audiences.
- **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.

Pay Range: \$23.10 - 28.85 per hour (\$48,000 - \$60,000 annual salary range), depending on qualifications.

Work location: This position is eligible for hybrid or fully on-site work arrangements only, with a requirement of at least two days per week in the office. ISRDI is located in Willey Hall at the University of Minnesota in Minneapolis, MN.

QUALIFICATIONS

Required for job duties:

- A bachelor's degree or a combination of education and relevant work experience to equal at least four years
- Experience and/or coursework using GIS and spatial data
- Experience and/or coursework in programming or scripting (especially R or Python)
- Excellent data manipulation 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 a data development project
- Experience with project coordination
- Experience with technical writing, web content design, and/or public communication
- Degree in a social science or other field where census data are directly applicable

**Are you excited about this job and meet the required qualifications, but your past experience doesn't align perfectly with every preferred qualification? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. If this is you, we strongly encourage you to apply because you just may be the right candidate for this role.*

APPLICATION REQUIREMENTS

Applications must include a cover letter and a resume. Please detail in your cover letter how your experience (e.g., coursework, internships, employment, community involvement) addresses the qualifications listed above.

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. ISRDI 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.

QUESTIONS?

Questions concerning the application process, including requests for accommodation, may be addressed to isrdi-jobs@umn.edu