

DATA ANALYST

JOB OPENING ID 343623

JOB DESCRIPTION

[IPUMS](#) makes the world's largest collection of individual-level population and health survey data freely accessible online. Thousands of researchers use these data worldwide, and you can contribute to the development and enhancement of this public good.

We seek two data analysts to join our diverse team of research and information technology professionals. We are looking for smart, technically-minded people who enjoy working with data. Diversity and inclusion is a core value of our organization. We aspire to create a team that represents the diversity of our city, our region, and our world, and to create a space that encourages and embraces inclusiveness, equal opportunity, and respect. We strongly encourage women and members of under-represented groups to apply.

We have two current openings for the data analyst position: one on IPUMS USA and the other on IPUMS Global Health projects. IPUMS USA (usa.ipums.org) harmonizes and disseminates U.S. decennial censuses from 1790 to 2010 and American Community Surveys (ACS) from 2000 to the present, as well as restricted versions of these data in the Federal Statistical Research Data Centers (FSRDC). IPUMS Global Health (globalhealth.ipums.org) harmonizes and disseminates three distinct international survey data collections: USAID's Demographic and Health Surveys (DHS), the Gates Foundation's Performance Monitoring for Action (PMA), and UNICEF's Multiple Indicator Cluster Surveys (MICS). The MICS project is new and is patterned on the existing international survey collections. The global health data analyst will have the opportunity to work across these projects, shifting periodically as needs change.

As with all IPUMS projects, the signature activity is the integration of discrete datasets into a single consistently coded and documented series that enables comparative analyses over time. IPUMS projects share common methods and infrastructure while each has its unique challenges and timelines of deliverables. The environment is highly collaborative, and you will work closely with research scientists, data analysts, student research assistants, and software developers. We are constantly pushing the boundaries of data processing and dissemination methods, and there is considerable opportunity for initiative and creativity by all members of the research staff.

IPUMS is part of the Institute for Social Research and Data Innovation (isrdi.umn.edu), which includes the Minnesota Population Center (pop.umn.edu), the Life Course Center (lcc.umn.edu), and the Minnesota Research Data Center (mnrdc.umn.edu). The Institute supports the work-life balance of 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.

RESPONSIBILITIES

You will be involved in all stages of IPUMS integration work based on project needs. Specific tasks include standardizing codes across datasets, resolving comparability issues, writing variable documentation, processing new data and metadata into IPUMS systems, and testing website functionality. You may also help prepare/give public presentations on campus or at professional conferences to disseminate information about IPUMS projects.

Specific tasks may include:

- **Processing new data and metadata into the IPUMS systems:** moving data and metadata files through the custom IPUMS software designed to disseminate harmonized versions of data through our websites
- **Standardizing codes across datasets:** creating and updating custom Excel spreadsheets and/or writing code to apply a consistent coding scheme to variables across time (harmonization)
- **Resolving comparability issues:** reviewing data and documentation to ensure differences are being addressed appropriately by standardized codes and are clearly documented
- **Writing variable documentation:** summarizing key information about each variable and entering this information into custom Word templates
- **Performing data quality checks and testing website functionality:** reviewing finalized data and documentation on our websites, creating custom extracts to assess data in a statistical package, creating web pages to document additional sample-level and data collection-level information

Annual Salary Range: \$40,000 - \$50,000 DOQ

QUALIFICATIONS

Required:

- A bachelor's degree (or a combination of relevant education and work experience equal to four years)
- Experience with at least one major statistical software package (SPSS, Stata, SAS, or R)
- At least six months (or two semesters) of experience working with census or survey data (e.g., coursework, internships, jobs)
- Strong written, verbal and interpersonal communication skills
- Demonstrated ability to work independently and as a member of a diverse team
- Strong attention to detail and to data quality, ability to organize and document workflow, and excellent problem-solving skills
- For IPUMS-USA: Special Sworn Status (SSS) with the United States Census Bureau or the ability to obtain SSS in order to work in the Federal Statistical Research Data Center (FSRDC) at the University of Minnesota. This will involve a background check, and either US citizenship or a candidate who has resided within the US for the past 2-3 years. We expect that if the chosen candidate does not have SSS when accepting the position that they will apply for SSS once starting the position.

Additional selection criteria:

- Experience using one of the IPUMS databases or any other large-scale census or comparative survey data
- Familiarity with one or more programming languages (Python, C++, Perl, Javascript)
- Degree in a social science or health-related field
- Demonstrated ability to learn new information technology as required and to work with increasing efficiency and initiative

- For IPUMS USA: Experience working in a FSRDC
- For IPUMS Global Health: Reading fluency in French and/or Spanish

Please detail in your cover letter your experiences with data as they relate to the required qualifications, your experience working independently and on a team, and (in the case of IPUMS USA) your ability to obtain SSS.

Also: Indicate in your cover letter if you wish to be considered for IPUMS USA, IPUMS Global Health, or both.

APPLICATION PROCEDURE

Please apply using the University of Minnesota's online employment system humanresources.umn.edu/jobs and search job opening ID 343623 or go directly to <https://hr.myu.umn.edu/jobs/ext/343623> . Application requirements include a resume, and a cover letter describing your interest and qualifications in the position. Questions concerning the application process 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.