EMPLOYMENT OPPORTUNITY   Be a part of something BIG.

SENIOR DATA ANALYST
JOB OPENING ID 351406

JOB DESCRIPTION

IPUMS makes the world's largest collection of population and 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 a senior data analyst to join our team of research and information technology professionals. 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 senior data analyst will join the IPUMS PMA team, a small, close-knit group that integrates Performance Monitoring for Action -- an evolving collection of reproductive health surveys conducted in Africa and Asia and funded by the Bill & Melinda Gates Foundation. The team also actively promotes the use of the data through publications, trainings, and a dedicated blog. The environment is highly collaborative, and you will work closely with the project lead, other senior data analysts, student research assistants, post-docs, software developers, and external partners. 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. The senior data analyst may also have the opportunity to move their effort across other international data collections at IPUMS.

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

The signature activity of IPUMS is the harmonization of discrete datasets into a single consistently coded and documented series that enables comparative analyses over time or across countries. The senior data analyst may be involved in all stages of IPUMS PMA integration from

initial data ingest to online data quality checking. There are also opportunities to be involved in research projects such as blog posts or conference papers. This is an ideal position for someone who is highly organized, motivated by task completion, and has an aptitude for independent problem-solving.

Tasks may include:
- **Processing new data and metadata into IPUMS systems**: moving data and metadata files through the custom IPUMS software stages designed to disseminate harmonized versions of data through our websites
- **Standardizing codes across datasets**: creating and updating correspondence tables 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 characteristics and comparability issues about each variable for web display
- **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
- **Leveraging and/or improving existing programs for automating metadata generation:** learning how to use R packages or short Python programs to streamline workflow and reduce human error
- **Assisting with creation of user outreach material**: creating video tutorials, producing data training exercises, generating or reviewing presentation slides
- **Preparing or presenting information about IPUMS data on campus, in virtual formats, or in-person at professional conferences**: preparing or reviewing slides for workshops and webinars, answering questions from conference and event attendees about IPUMS PMA data, presenting information about the data and available resources to new and experienced data users on a variety of topics

A successful candidate will leverage the knowledge they gain about the IPUMS PMA data collection and necessary technical skills for working with the data to increase efficiency while maintaining quality and attention to detail. They may apply these skills to improve processes or modify existing tools to solve complex data challenges. Senior data analysts may eventually take on additional project management tasks and/or supervision of undergraduate and graduate research assistants. They may at times assist on other international IPUMS projects.

Salary Range: Annual salary starting at $55,000- $65,000 depending on qualifications.

This position is eligible for fully remote, hybrid, or fully onsite work arrangements.

QUALIFICATIONS
Required Qualifications
- A master's degree in a social science or health-related field with 1 or more years of research training.
- Experience with at least one major statistical software package (SPSS, Stata, SAS, or R).
- Demonstrated ability to learn new information technology.
- Strong written, verbal, and interpersonal communication skills.
- Demonstrated ability to work independently and as a member of a diverse team.

Additional selection criteria:
- Experience using one of the IPUMS databases or any other comparable, population-level census or survey data.
- Experience writing or editing technical documentation.
- Working knowledge of the French language.

Please detail in your cover letter your experiences with data, including relevant courses, internships, and jobs.

APPLICATION PROCEDURE

Please apply using the University of Minnesota's online employment system:

External candidates: https://hr.myu.umn.edu/jobs/ext/351406
Internal candidates: https://hr.myu.umn.edu/jobs/ext/351406

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.