The successful candidate for this position will work under the supervision of Dr. Morris Kleiner and working with Dr. Jason Hicks on the Occupational Licensing Law Research Project. The project coordinator will be responsible for overseeing the collection of historical data on state-level occupational licensing requirements by research assistants at the University of Minnesota.

Occupational licensure is the process by which governments determine the qualifications required to legally work in an occupation. The project is developing a comprehensive and detailed legal database of historical changes in occupational licensing requirements found in state statutory and administrative laws. This database, which will comprise the requirements for occupations licensed in at least one state, will enable novel research into a broad variety of questions related to occupational licensing laws that span multiple social science disciplines (e.g., economics, law, sociology, political science, criminology).

The Occupational Licensing Project is housed within the Minnesota Population Center (MPC), which has more than 200 faculty, research staff, and student affiliates from two dozen academic units. Established in 2000 and funded by the National Institutes of Health, MPC cultivates innovative population research by providing a stimulating environment for interdisciplinary exchange, a growing population training program, and research support services designed to develop and nurture promising areas of new population research.

The MPC is a part of the Institute for Social Research and Data Innovation. Affiliates of the MPC benefit from co-location with the renowned IPUMS data infrastructure projects, the University of Minnesota’s Life Course Center, and the Minnesota Research Data Center (which is part of the Federal Statistical Research Data Center Network).

Diversity and inclusion are core values of MPC. 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 candidates from historically excluded and underrepresented backgrounds to apply.
This is a 100% appointment (40 hours/week), 1-year appointment with a possibility of continuation pending availability of funding and satisfactory work performance. This position is eligible for remote, in-person, or hybrid work arrangements. The starting salary range for this position is $50,000- $60,000, depending on qualifications.

RESPONSIBILITIES

Project Coordination (30%)
- Coordinate key tasks with the Principal Investigators, including determining research priorities and assisting in making staffing decisions.
- In collaboration with the investigators, adjust the coding scheme and procedures of the data collection, as necessary. This project uses a pre-designed numerical coding system to categorize and record different occupational licensing requirements.
- In collaboration with the investigators, design data validation processes and procedures and conduct the data validation, to reconcile coding differences across different research assistants who coded the same state-level occupational licensing requirements.
- Monitor and maintain the project budget.
- Backup occupational licensing requirements data that is recorded by the LGAs.
- Collaborate with staff at the Minnesota Population Center (MPC) to make the data publicly available through the MPC.

Hiring, Supervision, and Research (70%)
- Supervise a team of 5-10 part-time legal research assistants (LGAs) who perform the occupational licensing requirements data collection and supervisory graduate research assistants who assist in supervising the LGAs.
- Assist the principal investigators in interviewing and hiring the LGAs.
- Oversee the training of the legal research assistants.
- Coordinate with the supervisory graduate research assistants their direct supervision of the LGAs.
- Monitor and maintain a Slack workspace that is used to consolidate and facilitate communication with the LGAs and supervisory graduate assistants.
- Organize and run regular team meetings with the supervisory graduate research assistants and LGAs, if needed.
- Monitor the performance and output of the LGAs by tracking and approving their hours worked and comparing this with the bi-weekly data collection progress made by the LGAs.
- Independently search for, identify, and record occupational licensing requirements in historical statutory and administrative laws.

QUALIFICATIONS

Required Qualifications
- BA/BS, preferably in a social sciences field (such as political science, economics, business, or sociology),
Previous experience researching and recording data.
Previous experience with spreadsheet software, such as Microsoft Excel.
Previous experience with data management.
Previous supervisory experience.
Previous experience successfully working in a team environment.

Preferred Qualifications
- Knowledge of occupational licensure and occupational licensing requirements.
- Experience collecting historical data.
- Ability to use legal search engines, including Westlaw, Lexis, and HeinOnline.

APPLICATION PROCEDURE
Please apply using the University of Minnesota’s online employment system:

External candidates: https://hr.myu.umn.edu/jobs/ext/351189
Internal candidates: https://hr.myu.umn.edu/jobs/int/351189.

Application requirements include a CV and a cover letter describing your interest and qualifications. 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.