EMPLOYMENT OPPORTUNITY   Be a part of something BIG.

DATA ANALYST
JOB OPENING ID 341522

JOB DESCRIPTION

IPUMS makes the world's largest collection of 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 one or more data analysts 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 data analyst(s) will be part of a team that works across multiple IPUMS projects; members of this team will collaborate with researchers working on the IPUMS USA, Current Population Survey, Time Use, and Health Surveys data collections. These separate data collections share common methods and infrastructure while each has its unique challenges and timelines of deliverables. Data analysts will work across data collections, pivoting between discrete tasks with defined deadlines and longer-term projects as needed. The technical skills required and developed while working on different initiatives will be similar across the data collections, but analysts will learn the nuances of each data collection and how to apply their skills accordingly. The environment is highly collaborative, and you will work closely with research scientists, senior data analysts, data analysts, student research assistants, and software developers.

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 series that enables comparative analyses over time and space. Data analysts are involved in all stages of IPUMS integration work based on the needs of the broader research team. This is an ideal position for someone who is highly organized and motivated by task completion.

The position requires an individual who is able to collaborate with other small research teams on targeted projects, clearly communicate timeline updates, and maintain multiple concurrent streams of work. The projects that data analysts take on may be unique to a specific data collection, or span across all IPUMS data.

Specific tasks may include:
- **Processing new data and metadata into 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
- **Assisting with creation of user outreach material**: reviewing video tutorials, testing data training exercises, generating or reviewing slides, providing feedback on presentations

QUALIFICATIONS

Required Qualifications
- 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 data.
- Strong written, verbal, and interpersonal communication skills.
- Demonstrated ability to work independently and as a member of a diverse team.
- Experience communicating updates on time-sensitive tasks with teams/supervisors.
- Strong attention to detail, ability to organize and document workflow, and good time management skills.

Additional selection criteria:
- Experience using one of the IPUMS databases or any other comparable large-scale census or survey data.
- Degree in a social science or health-related field.
- Demonstrated ability to learn new information technology.
- We will strongly consider candidates who have or can obtain Special Sworn Status (SSS) with the United States Census Bureau 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.

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 humanresources.umn.edu/jobs and search job opening ID 341522 or go directly to jobsearch.cla.umn.edu/341522. 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.

Positions for master's level researchers are also open, see Job Opening ID 341523.