

# INSTITUTE FOR SOCIAL RESEARCH & DATA INNOVATION



EMPLOYMENT OPPORTUNITY

Be a part of something BIG.

## UNDERGRADUATE ARCHIVE ASSISTANT JOB OPENING ID 347128

### JOB DESCRIPTION

IPUMS (part of ISRDI) curates the world's largest collection of individual-level population and health survey data freely accessible online (ipums.org). Thousands of researchers use these data worldwide, and you can contribute to the support, development, and enhancement of this public good. We have three openings for undergraduate archive assistants, beginning immediately and continuing through summer and beyond (pending satisfactory performance).

Starting rate: \$13.00/hour

Hours: Flexible scheduling from 8AM-5PM, Monday-Friday. 10-20 hours per week.

Office location: Selected candidates will be required to work IN PERSON in our West Bank Office Building location.

### RESPONSIBILITIES

**The Data Access team** are responsible for cataloging, maintaining, and digitizing ISRDI's collection of print documentation. You will also create or digitize metadata for the ISRDI research projects. Some specific responsibilities include: creation of bibliographic records for a large collection of print; production of document collections for distribution; some scanning, image cleaning, and document tracking for archive.

### QUALIFICATIONS

#### Required job qualifications:

- Must be an undergraduate student admitted to a degree program at the University of Minnesota, and taking at least 6 credits.
- Good written and oral communication skills and interpersonal skills.
- Ability to organize time efficiently, meet deadlines, and regularly report progress to supervisor as directed.
- Attentive to detail and committed to accuracy in work project.

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.

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- Ability to work independently and with limited supervision and to collaborate with others as needed.
- Basic computer skills (including familiarity with Excel and Word documents)

**Preferred job qualifications:**

- Experience with bibliographic database searching and record structure.
- Experience with scanning individual documents.

## APPLICATION PROCEDURE

Apply using the University of Minnesota's online employment system via MyU. **Search job number 347128.** Please attach a resume and cover letter, detailing your qualifications and interest in the fellowship or research assistant position. We will begin reviewing applications immediately.