Job Opening ID 321169

The Institute for Social Research and Data Innovation (ISRDI) is a University-wide research institute that provides a vibrant and highly collaborative interdisciplinary research environment for four interrelated research centers. IPUMS (ipums.org) is a leading developer and disseminator of demographic data, serving a broader audience of some 75,000 researchers worldwide.

ISRDI is starting a new IPUMS project to process and document geographic summary (tabular) data from population and agricultural censuses conducted around the world. We are in search of a graduate assistant to start spring semester 2018 (with the expectation of continuing in summer and beyond) to assist in transforming over 10,000 published census tables into a standardized database structure and developing supporting metadata and documentation.

In this position, you will work with a team of researchers and software developers to create sophisticated tools and workflows to process and document the data. Your role will be to work with early versions of the tools, offer feedback, and provide suggestions for modifications and additions. As the tools solidify, a data processing team consisting of you and several undergraduate research assistants will be established. You will take a leadership role on this team, instructing other team members in the use of the tools, answering questions as they arise, and coordinating work across the team.

Responsibilities
You will work with the project manager and other IPUMS staff to process and document geographic summary data from international population and agricultural censuses. Tasks include:

- **Data processing**: Manipulating data in Excel spreadsheets and utilizing software tools developed by IPUMS to transform data into standardized database structures.
- **Metadata development**: Documenting census tables, describing the source and content of the data. Utilizing software and documented workflows and practices to ensure consistency across the data collection.
- **Assisting with software and workflow development**: Testing initial versions of software tools and workflows by applying them to a cross-section of the data collection. Providing feedback to IPUMS research and IT staff on the usability of prototype software tools and workflow documentation. Offering suggestions for modifications or additions to software and workflows.
- **Data processing team leadership**: Assisting the project manager in coordinating a small team of undergraduate students. Providing guidance as students learn the workflows and tools, and answering questions as they arise.
You will be expected to carry out a variety of tasks as needed for data and software development, learn new software and techniques as necessary, perform work in a timely manner while being attentive to details, and show initiative in solving problems.

You will report to a project manager and collaborate with other graduate and undergraduate research assistants, software developers, and other project and IPUMS staff.

**Qualifications**

**Required:** Students must be enrolled in a graduate program at the University of Minnesota. Excellent written and oral communication skills. Excellent computer skills and ability to work in a technical environment. Good interpersonal skills. Reliability and attention to detail. The ability to act independently and as part of a diverse team environment. Comfortable manipulating data in Excel.

**Preferred:** Familiarity with database structures. Interest in international population and/or agricultural data. Strong preference will be given to applicants already familiar with census data and who have demonstrated experience preparing, documenting, and working with large and/or heterogeneous data sets.

**Application Procedures**

Apply using the University of Minnesota's online employment system [humanresources.umn.edu/jobs](http://humanresources.umn.edu/jobs), search job opening ID 321169. You must attach a cover letter and resume to your online application. Your cover letter is a great opportunity for you to explain your interest in our position opening and to highlight your relevant skills and abilities.

The search committee will begin its review of applications on an ongoing basis until the position is filled.

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