UNDERGRADUATE RESEARCH ASSISTANT
JOB OPENING ID 322775

JOB DESCRIPTION
The Institute for Social Research and Data Innovation (ISRDI, www.pop.umn.edu) has up to three openings, starting summer 2018 and continuing through the 2018-19 academic year, for undergraduate research assistants on a project processing international census data. The project is constructing a database of international aggregate census data from tables published by national statistical offices around the world. This collection will complement ISRDI’s existing collections of individual-level international census data (IPUMS International) and aggregate United State census data (IPUMS NHGIS).

RESPONSIBILITIES
In this role, you will be responsible for processing and documenting published census tables from a wide range of countries. You will use Microsoft Excel and software developed by ISRDI to describe the structure of the tables, convert them into database-ready files, and document the source and content of the tables. You may also be responsible for converting tables from PDF documents into Excel worksheets.

Starting rate: $10.71
Hours: Flexible scheduling from 8AM-5PM, Mon-Fri. 15-25 hours per week during the summer and 10-15 hours per week during the academic year.
Work location: Willey Hall, West Bank

QUALIFICATIONS
Required: Restricted to undergraduate students admitted to a degree program at the University of Minnesota. Ability to work independently and with limited supervision. Must have good communication and interpersonal skills. Ability to organize time efficiently and meet deadlines. Attentive to detail and committed to accuracy in work project. Must be available to start in May.
Preferred: Experience with census data. Familiarity with data documentation and metadata. Familiarity with database concepts.

APPLICATION PROCEDURE
Apply using the University of Minnesota's online employment system via MyU. Search job number 322775. Please attach a resume and cover letter, detailing your qualifications and interest in the position. We will begin reviewing applications immediately.