UNDERGRADUATE RESEARCH FELLOW
JOB OPENING ID 323184

JOB DESCRIPTION
The Institute for Social Research and Data Innovation (ISRDI, isrdi.umn.edu) has up to three openings for undergraduate research fellows, starting summer 2018 and continuing through the 2018-19 academic year, 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 States census data (IPUMS NHGIS).

RESPONSIBILITIES
As part of this research experience, you will aid in processing and documenting published census tables from a wide range of countries. You will learn data processing and documentation procedures and software, including Microsoft Excel and software developed for this project to describe the structure of the tables, convert them into database-ready files, and document the source and content of the tables. You will also assist with converting tables from PDF documents into Excel worksheets.

This fellowship includes a summer stipend of $220 per week, paid bi-weekly. Fellows are expected to spend an average of 20 hours per week assisting in research related projects and/or attending related seminars and workshops. Your hours will be flexible to allow for other commitments. The academic year stipend and expectations will be set near the end of summer.

Office location: Willey Hall, West Bank

QUALIFICATIONS
Required: This fellowship is available only to US citizens, US nationals, or permanent residents of the United States. This position is restricted to undergraduate students admitted to a degree program at the University of Minnesota who are not concurrently working in a research assistant job. 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 323184. Please attach a resume and cover letter, detailing your qualifications and interest in the fellowship. We will begin reviewing applications immediately.

**PLEASE NOTE**
Fellowships are considered a form of financial aid and may affect your eligibility for need-based financial aid through the Office of Student Finance.