

GRADUATE RESEARCH ASSISTANT-USER SUPPORT JOB OPENING ID 335682

JOB DESCRIPTION

IPUMS 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 seek one graduate research assistant to join our User Support team. We are looking for a smart, technically-minded person who enjoys working with data, solving problems, and helping others. Diversity and inclusion is a core value of our organization. We aspire to create a team that represents the diversity of our city, our region, and our world, and to create a space that encourages and embraces inclusiveness, equal opportunity, and respect. We strongly encourage women and members of under-represented groups to apply.

IPUMS is part of the Institute for Social Research and Data Innovation (isrds.umn.edu), which includes the Minnesota Population Center (pop.umn.edu), the Life Course Center (lcc.umn.edu), and the Minnesota Research Data Center (mnrds.umn.edu).

The annual salary for a beginning graduate student on a 50% appointment is approximately \$24,897 per year, plus tuition and health benefits. These positions are renewable subject to performance and the availability of funds.

RESPONSIBILITIES

The research assistant will work extensively with census and survey data from the United States and other countries available through IPUMS to respond to user queries. They will assist IPUMS users from around the world in navigating our websites and data resources. This includes interpreting technical documentation, analyzing data in a statistical package, and recording and communicating findings for both IPUMS research staff and users in a timely and professional fashion. They may also carry out a variety of other tasks as needed for data and web development, learn new software and techniques as necessary, and show initiative in solving problems.

Graduate research assistants report to the User Support Team lead. They collaborate with IPUMS research staff, other graduate research assistants, and software developers.

(Continued)

QUALIFICATIONS

Required: Students must be enrolled in a graduate program at the University of Minnesota. IPUMS employs students from the following disciplines: applied economics, economics, geography, history, public affairs, public health, sociology, or other relevant programs. 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.

Additional Selection Criteria: Knowledge of a major statistical package (Stata, SAS, SPSS, or R). Experience analyzing census or survey microdata. We are especially interested in recruiting students with experience in customer service or technical support.

APPLICATION PROCEDURE

Please apply using the University of Minnesota's online employment system humanresources.umn.edu/jobs and search job opening ID 335682. Application requirements include a resume, and a cover letter describing your interest and qualifications in the position. You must attach a resume and cover letter to be considered. We will begin reviewing applicants immediately.

Questions concerning the application process may be addressed to Rob Strnad, Operations Coordinator, at isrdi-jobs@umn.edu.