EMPLOYMENT OPPORTUNITY   Be a part of something BIG.

SENIOR DATA ANALYST
JOB OPENING ID 337909

JOB DESCRIPTION

IPUMS makes the world's largest collection of individual-level census and survey data freely accessible to researchers online. Thousands of researchers use these data worldwide. Working at IPUMS, you will contribute to the development and enhancement of this public good.

The signature activity of all IPUMS projects is the integration of discrete datasets into a single consistently coded and documented series that enables comparative analyses over time and space. IPUMS projects share common methods and infrastructure while each has its unique challenges and timelines of deliverables. The environment is highly collaborative, with research scientists, data analysts, student research assistants, and software developers interacting on a regular basis. We are constantly pushing the boundaries of data processing and dissemination methods, and there is considerable opportunity for initiative and creativity by all members of the research staff.

We seek one or more senior data analysts to join our diverse team of research and technology professionals. We are looking for smart, technically-minded people who enjoy working with data. For this position, we seek candidates with strong quantitative social science backgrounds who have developed higher-level data management skills that can augment those of the existing team.

Senior data analysts may work across IPUMS data collections (ipums.org), but current openings are for work on IPUMS International and secondarily Global Health Surveys. IPUMS International is the world's largest collection of population data, with over one billion person records from several hundred census samples and household surveys. The census and survey data come to IPUMS in a wide variety of formats that must be standardized before the well-developed IPUMS technical processes can be implemented. The global health surveys are less heterogeneous in terms of format but pose significant challenges due to their large number of variables, complex questionnaires, and quantity of metadata.

Diversity, inclusion, and respect are core values of our organization. We aspire to create a team representative of the global population data with which we work. We strongly encourage women and members of under-represented groups to apply.

IPUMS is part of the Institute for Social Research and Data Innovation (isrdi.umn.edu), which includes the Minnesota Population Center (pop.umn.edu), the Life Course Center (lcc.umn.edu), and the Minnesota Research Data Center (mnrdc.umn.edu). The Institute supports the work-life balance of our staff with 40-hour

work weeks and flexible work hours. The University also offers excellent health insurance, retirement benefits, and tuition assistance. IPUMS encourages and supports staff training and development.

RESPONSIBILITIES

The most critical job responsibilities involve:

- *Preparing population (census and household survey) microdata from countries around the world for processing by IPUMS:* assure the data are sound, determine transformations needed to make the format suitable for IPUMS data processing, develop/adapt existing code and routines to perform the necessary data manipulations and confirm the output.
- *Creating complex variables or indicators, developing data usage reports, and conducting data quality assessments:* develop and apply a variety of technical and analytical approaches to create, assess, demonstrate, and deliver harmonized data and derived output for grant and contract deliverables, especially those requiring programmatic approaches or significant data manipulation.
- *Developing and managing metadata associated with technical activities:* write technical documentation to describe data transformations, processing instructions, and methodological approaches.

The job will also involve other metadata development, data processing, quality control, and varied work as assigned in support of specific grant deliverables. Data analysis, in a conventional academic sense, may be a component of the work on occasion, but **our primary need is for problem-solvers who can interpret data, manipulate it, recognize inefficiencies in our processes, and devise solutions both independently and in concert with other team members.**

Annual salary range: $50,000 - $60,000, commensurate with experience.

QUALIFICATIONS

Required Qualifications: A master's degree and one or more years of data analysis experience. Strong data manipulation experience in R. Excellent computer skills and experience with census or survey microdata using a major statistical package. Strong written, verbal and interpersonal communication skills with audiences from various disciplines, communities, and cultures.

Additional selection criteria include: Familiarity with another statistical package or another programming language besides R (SPSS, Stata, SAS, Python, etc). Experience with IPUMS; demonstrated ability to work independently and as a member of a diverse team; a record of learning new information technology as required.

Please include in your cover letter your experiences with data, focusing on technical work (including work in R), relevant courses, internships and jobs.

APPLICATION PROCEDURE

Please apply using the University of Minnesota's online employment system humanresources.umn.edu/jobs and search job opening ID 337909. You may also apply directly using the following link: jobsearch.cla.umn.edu/337909. Application requirements include a resume, and a cover letter describing your interest and qualifications in the position. Questions concerning the application process may be addressed to Mia Riza, HR & Operations Manager, at isrdi-jobs@umn.edu.

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.