EMPLOYMENT OPPORTUNITY   Be a part of something BIG.

IPUMS US Microdata Data Analyst 1

APPLICATION REVIEW BEGINS NOVEMBER 18 • [LEARN MORE AND APPLY HERE!](#)

JOB DESCRIPTION

[IPUMS](#) makes the world's largest collection of population and health survey data freely accessible online. Thousands of researchers use these data worldwide, and you can contribute to the development and enhancement of this public good. We seek one or more data analysts (Researcher 1) to join our team of research and information technology professionals

We are looking for a technically minded person who enjoys working with data and can learn new skills and knowledge quickly. The ideal candidate is detail-oriented and motivated by task completion, knows when to ask questions, communicates progress clearly, and is eager to develop technical skills in data processing and IPUMS data.

The data analyst(s) will be part of a broader team that supports multiple IPUMS collections: IPUMS [USA](#), [CPS](#), [Time Use](#), and [Health Surveys](#). These data collections share common infrastructure while each has its unique challenges and timelines of deliverables. Data analysts will work across data collections, pivoting between discrete tasks with defined deadlines and longer-term projects as needed. The technical skills required and developed while working on different initiatives will be similar across the data collections, but analysts will learn the nuances of each data collection and how to apply their skills accordingly. Data analysts will be expected to develop an understanding of our basic data infrastructure and metadata components and consider how these intersect with unique aspects of different data collections.

The environment supports individual growth while being highly collaborative; we expect analysts to take ownership of tasks assigned to them and enlist the team to refine approaches and output, as well as provide constructive feedback to colleagues on their work. You will work closely with members of the immediate research team as well as other research staff (e.g., technical researchers, student research assistants, full-time research staff on other teams) and software developers.

RESPONSIBILITIES

The signature activity of IPUMS is the harmonization of discrete datasets into a single consistently coded and documented series that enables comparative analyses over time. Harmonization work at a data analyst 1 level involves pivoting between execution or adaptation of well-defined tasks to move data through our processing pipeline and troubleshooting complex data or conceptual problems.

- **80% Manage and create data and metadata via the IPUMS data processing pipeline.** This includes processing new data and metadata into IPUMS systems, harmonizing codes across datasets, resolving comparability issues, writing variable documentation, empirically verifying which respondents answered specific questions, ensuring data quality, and testing website functionality.
- **10% Write user-facing documentation and training materials.** Expected documentation activities include reviewing and flagging areas for improvement in existing data processing instructions, communicating progress on assigned tasks for supervisors and colleagues to review, updating user-facing documentation to reflect the latest version of data, modifying user-facing documentation based on

questions from data users, and helping generate training and dissemination materials.
- **10% Other duties as assigned.** This may include participating in User Support activities (reviewing and responding to targeted questions from data users, summarizing common questions and proposing improvements to documentation or tools, participating in Virtual Office Hours), conference travel and participation, providing information for grant reporting purposes, or analyzing data to illustrate substantive applications of IPUMS data.

Salary Range: $47,000 - $55,000, depending on qualifications
Work Location: This position is eligible for hybrid (**on-site presence is required 2 days per week during the six-month onboarding period, and at least one day each two week period thereafter**) or fully onsite work arrangements. ISRDI is located at 50 Willey Hall in Minneapolis, MN.

QUALIFICATIONS

Required:
- BA/BS or a combination of related education and work experience equivalent to four years.
- Proficiency with statistical software (e.g., Stata, R)
- Experience working with census or survey data
- Strong written, verbal, and interpersonal communication skills
- Approaches new or unfamiliar areas with curiosity and enjoys learning new skills and/or about new topics
- Experience communicating updates on time-sensitive tasks with teams/supervisors
- Ability to work independently, including scoping problems and outlining solutions for review/discussion before implementation
- Experience working on projects or in environments that require excellent organization skills and the ability to manage multiple streams of work

Additional selection criteria*:
- Knowledge of relevant subject matter (e.g., demography, health, economics, aging, maternal and child health)
- Ability to bring a researcher/end-data user perspective to the processing and documentation of large population-representative datasets
- Experience combining multiple data sources
- Experience working with a programming language such as Python or Julia and/or Unix
- Willingness to acquire Special Sworn Status
- Demonstrated commitment to diversity, equity, inclusion, and justice

Are you excited about this job and meet the required qualifications, but your past experience doesn't align perfectly with every preferred qualification? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. If this is you, we strongly encourage you to apply because you just may be the right candidate for this role.

APPLICATION REQUIREMENTS
All applications should include a cover letter and a resume. Please detail in your cover letter how your experience (e.g., coursework, internships, employment, community involvement) addresses the required qualifications listed above. **Please pay particular attention to your experiences with data, including relevant courses, internships, and jobs.**

ABOUT THE DEPARTMENT
IPUMS is part of the Institute for Social Research and Data Innovation (isrdi.umn.edu). ISRDI is an interdisciplinary research organization that includes the Minnesota Population Center (pop.umn.edu), the Life Course Center (lcc.umn.edu), and the Minnesota Research Data Center (mnrdc.umn.edu). ISRDI supports a work-life balance for our staff with 40-hour work weeks and flexible work hours. The University also offers excellent health insurance, retirement benefits, and tuition assistance. ISRDI encourages and supports staff training and development.

Diversity and inclusion are core values of our organization! We are committed to creating a work environment

that celebrates and promotes diversity and advances a culture of inclusion for persons from historically excluded and underrepresented groups. We strongly encourage members of underrepresented groups to apply.

QUESTIONS?

Questions concerning the application process, including requests for accommodation, may be addressed to Sophia Yohannes-Smadi, HR & Operations Coordinator, at isrdi-jobs@umn.edu

UNIVERSITY OF MINNESOTA
Driven to Discover℠