

# INSTITUTE FOR SOCIAL RESEARCH & DATA INNOVATION



## EMPLOYMENT OPPORTUNITY

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## IPUMS US Microdata Data Analyst 2

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 2) 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 a self-starter who knows when to ask questions, can simplify complex information, has experience collaborating on projects, communicates progress clearly, and is eager to solve problems and build expertise with 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. Analysts will be expected to develop domain expertise into a subset of topical areas, technical applications, and/or data collections, and will be expected to leverage this expertise to develop user-facing documentation and dissemination materials.

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 the data analyst 2 level involves distilling complex information, scoping solutions to complex data or conceptual problems, and executing or adapting well-defined tasks to move data through our processing pipeline.

- **40-60% Manage and create data and metadata via the IPUMS data processing pipeline.** This includes harmonizing codes across datasets, resolving comparability issues, writing variable documentation, empirically verifying which respondents answered specific questions, ensuring data quality, testing website functionality, processing new data and metadata into IPUMS systems, adapting existing methods and tools for new purposes, and developing new approaches to address novel situations.
- **30-40% Write internal and user-facing documentation and training materials.** Expected documentation activities include transferring technical documentation into more accessible language and formats; documenting processes, complex variables, and harmonization decisions in the format of internal

reference documentation, blog posts, conference presentations, data training workshops and webinars, and working papers; generating other documentation describing complexities and/or innovations as they relate to IPUMS data and their research applications.

- **10-30% 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, providing information for grant reporting purposes, analyzing data to illustrate substantive applications, and other duties as assigned.

**Salary Range:** \$52,000 - \$61,000 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 degree with at least one year of related experience or a combination of education and work experience to equal five years
- Proficiency with statistical software (e.g., Stata, R)
- Knowledge of relevant subject matter (e.g., demography, health, economics, aging, maternal and child health)
- Experience/ability to synthesize complex information into accessible formats
- Experience working with large-scale census or survey data
- Ability to work independently, including scoping problems and outlining solutions for review/discussion before implementation
- 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
- Experience working on projects or in environments that require excellent time management and organization skills and the ability to manage multiple streams of work

### Additional selection criteria\*:

- Ability to bring a researcher/end-data user perspective to the processing and documentation of large population datasets
- Experience with technical writing, e.g., technical documentation about data or statistical methods, or research manuscripts
- Experience combining multiple data sources
- Experience working with a programming language such as Python or Julia and/or Unix
- A master's degree or equivalent years of experience in a related field
- 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](mailto:isrdi-jobs@umn.edu)

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