

MPC

Minnesota Population Center
University of Minnesota

Undergraduate Research Assistant II Data Access Core

The Minnesota Population Center (<http://www.pop.umn.edu/>) seeks undergraduate research assistants to work with its Data Access Core. The MPC is a University-wide interdisciplinary unit for demographic research. The MPC serves faculty members and research associates from ten colleges and nineteen departments at the University of Minnesota, and employs nearly 100 research support staff, including computer programmers and technicians, administrative staff, research assistants, and data-entry staff. As a leading developer and disseminator of demographic data, we also serve a broader audience of some 6,000 demographic researchers worldwide.

Qualifications

Required: Restricted to rising junior and senior undergraduate students admitted to a degree program at the University of Minnesota. Ability to work independently and with limited supervision. Must have good communication and interpersonal skills to work with service requests. Ability to organize time efficiently and meet deadlines. Attentive to detail and committed to accuracy in work product.

Preferred: Experience with scanning and/or Optical Character Recognition work.

Duties/Responsibilities

Data Access student staff are involved in maintaining MPC's unique and vast collection of population data; cataloging, maintaining, and digitizing MPC's collection of print documentation; and, creating or digitizing metadata for MPC research projects.

Major responsibilities include:

- Scanning, image cleaning, and document tracking for archive (50%)
- Entering metadata in cataloging system using a text editor and/or XML editor; organization of physical documents (30%)
- Production of CD/DVDs (assembling content, copying and labeling) for IPUMS International projects (10%)
- OCR, verification, production of output to researcher's specifications (5%)
- Creating XML version of existing metadata; entry and verification (5%)

Application Instructions

Applicants must apply using the U of M online employment system (<https://employment.umn.edu/> requisition number 155140) for immediate consideration. Please include a resume and cover letter.