EMPLOYMENT OPPORTUNITY   Be a part of something BIG.

OUTREACH COORDINATOR
JOB OPENING ID 337578

JOB DESCRIPTION

The Institute for Social Research and Data Innovation (ISRDI) is a University-wide research institute that provides a vibrant and highly collaborative interdisciplinary research environment for four interrelated research centers (IPUMS, the Minnesota Population Center, the Life Course Center, and the Minnesota Research Data Center). IPUMS develops and disseminates census and survey data to more than 100,000 researchers worldwide. This role facilitates user support and outreach as part of the IPUMS research group, and will also collaborate with the Life Course Center to connect and support members of research communities.

We are hiring an outreach coordinator to support IPUMS data dissemination for current and potential data users and target outreach to specific research communities. The core focus of both tasks is introducing IPUMS data to new users and supporting IPUMS use among diverse communities of scholars. These diversity goals include expanding to a broader range of academic disciplines, supporting usage at a variety of institutional settings, and increasing usage among under-represented scholars. The outreach coordinator reports to the User Support & Outreach Manager, and is part of the research group. You will work closely with the ISRDI administrative group, and will also interact with our IT group, other ISRDI center directors, advisory board members, conference organizers, and vendors. Occasional travel to academic conferences may be required in the future.

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. ISRDI supports the work-life balance of our staff with 40 hour work weeks and flexible work hours, and encourages and supports staff training and development. The University also offers excellent health insurance, retirement benefits, and tuition assistance.

RESPONSIBILITIES

Support in-person and virtual outreach initiatives, including dissemination and training events. You will manage logistics, and work with research staff and committees on content, as well as the communications coordinator on materials and promotion. (50%)

- Coordinate in-person events on-site: Two annual conferences in Minneapolis, scheduled to start summer 2021 (likely to be virtual in first year). Conferences will include research presentations, training workshops, and small group meetings.
- Coordinate in-person events at conferences (other locations): Exhibit booth, conference sessions, training events, and less formal meetings at academic conferences. We anticipate these events will be mostly virtual until summer 2021.
- Coordinate virtual events: Short training webinars (1 hour events) to multi-day events replacing planned in-person

conferences and meetings.
- Consult on and implement outreach and recruitment plans to meet diversity goals.
- Maintain outreach calendar with academic conference dates (and related deadlines) and schedule outreach events

Coordinate dissemination materials, including bibliography, website, and print resources (30%)
- Create new web pages and update content on IPUMS.org and other center websites.
- Maintain IPUMS bibliography, a repository that contains over 1,500 new publication entries that use IPUMS, annually. Supervise student employees who assist with the bibliography. Collaborate with the IT group to create and maintain other bibliographies for specific research initiatives.
- Maintain inventory of print material, including managing regular content review by research staff, design updates, and printing.

Collect and manage information from and about users (20%)
- Create and publish surveys to gather information about and feedback from IPUMS users and network members.
- Run reports and compile information about current data usage. Work with research and IT groups to improve reporting and analyze results to better serve users.
- Compile user data and summarize survey results to help project managers and ISRDI leadership understand IPUMS' expansive user base, how they use the data, with the goal of improving strategic decisions and outreach efforts.

Annual salary range: $45,000 - $58,000, commensurate with experience.

QUALIFICATIONS
Required Qualifications:
- Bachelor's degree with at least 2 years of experience, or a combination of related education and work experience to equal 6 years
- Demonstrated ability to manage multiple tasks and deadlines simultaneously, and manage time efficiently
- Event management experience
- Excellent organizational and communication skills
- Demonstrated ability to learn and use new technologies
- Experience collecting, managing, or summarizing survey responses

Preferred Qualifications:
- A background in or experience with social science research
- Experience in outreach and engagement of diverse stakeholders
- Familiarity with reference management software (particularly Mendeley)
- Experience creating and maintaining websites (particularly Drupal)
- Familiarity with Google and Qualtrics survey tools
- Communications, visual design, or data visualization experience

APPLICATION PROCEDURE
Please apply using the University of Minnesota's online employment system humanresources.umn.edu/jobs and search job opening ID 337578. External applicants may also apply directly using this link: hr.myu.umn.edu/jobs/ext/337578. If you are a current employee of our organization please use the following link instead: hr.myu.umn.edu/jobs/int/337578.

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.