

## Coordinator Position at the University of Minnesota - Twin Cities

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**To:** [Geographic Information Science and Systems](#)

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**Subject:** Coordinator Position at the University of Minnesota - Twin Cities



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**Message:**

Coordinator, U-Spatial Initiative

Minnesota Population Center

The Minnesota Population Center (MPC) seeks an experienced professional to provide administrative coordination and support the research and programs of the new U-Spatial research infrastructure initiative. U-Spatial is a collaborative initiative established to provide a network of data, equipment, and expertise among researchers working with spatial science and systems at the University of Minnesota, to strengthen the quality of ongoing research, and to provide a foundation for new directions in spatial science (<http://uspatial.umn.edu>). MPC is a University-wide interdisciplinary center for demographic research and is a key collaborator in the U-Spatial Initiative ([www.pop.umn.edu](http://www.pop.umn.edu)).

### Responsibilities

The coordinator will have responsibility for U-Spatial Central Core activities including:

**Help Desk:** The coordinator will supervise help desk staff and provide consultative services as needed in order to develop new clients and maintain liaisons with existing clients across a wide array of University of Minnesota departments. The coordinator will consult with clients to assess their needs, develop appropriately scoped service plans, and then work with staff across the U-Spatial cores to deliver services, such as map creation or spatial data development.

**Training:** The coordinator will assess training needs, develop presentations, coordinate instructional resources and instructional plans, and schedule training sessions for U-Spatial and the wider University research community. Some delivery of training will be required.

**Data Management:** The coordinator will develop a data management and dissemination plan in collaboration with the U-Spatial data associate and other U-Spatial staff. The coordinator will take a key role in the development of systems to support data discovery and access through existing and newly developed software

systems. This function also requires consideration of data policy issues.

**Grants Development and Management:** The coordinator will provide unit administration of current grants, collaborate with the director and other cores to identify opportunities for funding extensions or new resources, and assist in proposal development.

**Communication, Outreach and Events:** The coordinator will be responsible for administration and management of the U-Spatial website, the main avenue of communication for the project. In addition, the position will organize and schedule U-Spatial sponsored events, such as guest speakers and brown bag lunch sessions.

The position will collaborate with and support the U-Spatial director as well as staff and faculty associated with the Imaging, Data, and Analysis Cores in the creation of online resources to be hosted on the U-Spatial website, in the facilitation of discussions and meetings, and in gathering data and preparing program activity reports.

## **Qualifications**

**Required:** Master's degree in geography, GIS, or a related field. Demonstrated knowledge and use of ArcGIS or other GIS software packages. Excellent computer skills, including demonstrated experience with spreadsheets and knowledge of data management tools (for example: ArcSDE, PostGIS, SQL, JSON). Excellent written and verbal communication skills. Demonstrated skills in problem-solving and the ability to organize tasks, manage multiple priorities, and meet deadlines. Demonstrated skill in communicating technical material to technical and non-technical audiences.

**Preferred:** A broad background in GIS, remote sensing, cartography/visualization, and/or data management. Experience in a university, nonprofit, or similar setting involving teaching, research, outreach or engagement. This may include experience applying for scientific grants, administering programs, delivering training, or promoting mission-driven activities.

## **Application Procedures**

Please apply using the University of Minnesota's online employment system at <http://employment.umn.edu/applicants/Central?quickFind=97437>. Include a resume/curriculum vitae, cover letter, and contact information for three professional references. Review of applications will begin immediately.

The University of Minnesota is an equal opportunity educator and employer.